



INJURY OR ILLNESS POLICY

Policy

The West Highland College will take every reasonable precaution against injuries from occurring and will respond immediately to any case of illness on the College premises or where a College activity is taking place.

Reporting Procedure

Any member of staff, student, internal partner, contractor or visitor, suffering an injury or illness while attending any of the West Highland College premises or where a College activity is taking place, must report it immediately. In the case of personal injury, details must be entered in an Accident Book BI 510 kept at each location and in accordance with the Data Protection Act 1998.

Injuries or Illness Procedure:

- In the event of injury or illness, a first aider should be contacted in the first instance
- If an ambulance is required, the first aider will contact the emergency services (or nominate someone) to request an ambulance, stating the location and condition of the casualty
- If the injury or illness requires further treatment, the first aider will advise a Senior Manager
- If a person requires hospital treatment, a Senior Manager or the HR Officer will contact the person's family if this is appropriate
- The person responsible for RIDDOR reporting will be advised of all injuries

Minor Injury (First Aid Treatment)

Where first aid treatment is required, or if an injury occurs which does not require first aid treatment, the details should be recorded in an Accident Book (BI 510) at each location.

Serious Injury (over three day injury or major specified injury)

The details should be recorded in an Accident Book BI 510 and the Senior Manager responsible for the area will be requested to undertake a further in-depth investigation to identify root causes and any corrective actions required to prevent a reoccurrence. The Senior Manager will also ensure that the nominated person is informed so that RIDDOR Regulations can be complied with. If the injured person is taken to hospital or sent home, a Senior Manager or the HR Officer will contact the person's family and depending on the severity of injury, inform the Principal (or an Assistant Principal) of the circumstances.

Fatal Injury

If a fatal injury occurs, a Senior Manager will immediately contact the College Principal (or an Assistant Principal), who will contact the Chairman of the Board of Management. The Senior Manager will also immediately contact the nominated person for RIDDOR reporting to ensure full compliance with the RIDDOR Regulations. The College Principal and/or Chairman of the Board of Management will contact the person's family.

Reportable Diseases

On written confirmation from a medical practitioner, the HR Officer will ensure that the nominated person for RIDDOR reporting is informed so that the RIDDOR Regulations can be complied with.

Issue No.	Date	Summary of Amendments
1	10.03.2011	Approved Copy