



## ACCIDENT & INCIDENT INVESTIGATION PROCEDURE

### Policy

It is the policy of the West Highland College that all accidents and incidents are reported so that they can be investigated to determine root causes and prevent reoccurrences.

### Rationale

To comply with Regulation 3 (3) of the Management of Health and Safety at Work Regulations 1999, all accidents and incidents will be investigated to review the adequacy of the existing risk assessment(s) for the activity or task involved.

### Hazard Identification and Control

If a serious accident or a dangerous occurrence is recorded, a senior manager must be contacted and made aware of the circumstances. The senior manager will control any potential hazard that may be present as a result of the accident or incident, before allowing an investigation to commence. The incident area will be made safe by a senior manager and if any material or equipment is involved it will not be disturbed or moved until an investigation is fully completed

### The Investigation

A senior manager will investigate all accidents and incidents in their area of responsibility and where a serious accident is recorded, a further investigation will take place by the senior manager using a standard template to establish root causes, conclusions and recommendations to prevent a reoccurrence. Depending on the severity of the accident or incident, an 'Investigation Team' maybe formed which will consist of the following personnel (depending on availability):

- The College Principal
- A senior manager
- The health and safety adviser
- A safety representative
- Any other relevant person e.g. a witness

The investigation team will ensure that:

- All the facts are established
- Root causes are established
- Recommendations are made
- Procedures are updated
- The outcomes are recorded

### Recommendations

Where recommendations are made which include preventative measures and where it is safe to do so, these measures must be implemented immediately by the senior manager for the area. Where longer term remedial actions are required, temporary control measures should be implemented immediately and longer term measures implemented as soon as is reasonably practicable to do so.