

Reporting Health and Safety/ Serious Untoward Incidents that occur whilst a student is on placement

Introduction

The following reporting mechanisms are required in the event of a health and safety issue and/ or a serious untoward accident, incident or near miss that occurs whilst a student is attending their placement.

Procedure

A placement provider will need to report the incident to a link lecturer, clinical lead or equivalent, who must complete the internal UH accident/incident/near miss report form. To access the form via the University StaffNet intranet site, follow the process below;

- Choose the **University Services** tab (located at in the top left hand corner of the screen)
- Choose the **Occupational Health and Safety** tab (towards the end of the listed options)
- Scroll down the page and choose the PDF **Accident/Incident/ Near Miss form** tab (guidance and the form will be found under this tab)
- Print the form and complete by hand*.
- The section within the form that provides a space for '**campus**' details should be used to provide the details of the practice placement provider – contact details will be useful for any subsequent follow up. Therefore, it may be necessary to specify the service e.g. ward name as well as the broader organisation e.g. St Elsewhere Hospital Trust. The **Field Location** box should also be ticked (see box 2). Further details could be provided in **box 3** if necessary.
- The completed form will need to be scanned and forwarded via e-mail to both practiceplacements@herts.ac.uk and safety@herts.ac.uk

It is expected that the placement provider will be required to complete a RIDDOR (Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations) form and investigate the incident. Therefore, completing the University form should be relatively straightforward, as the placement provider should be able to share some of this information.

* There is no facility currently to complete the form electronically. However, this is likely to be developed in the future.

In the event of a Radiation Incident please contact Segun Adeyemi, School Radiation Protection Supervisor.

Placement Agreements and Audits

A variety of placement agreements have been signed off by placement providers and the UH, and the reporting of incidents and accidents involving students whilst on placement is covered under the placement agreements. Placement providers are expected to adhere to the reporting aspects contained within the agreements.

These agreements and some of the University's auditing processes for placements identify that placement provider staff are aware of the University's process for reporting accidents/incidents and near misses. Unfortunately, it is unlikely that external placement providers will be able to access the internal mechanism for reporting. Therefore, please feel free to disseminate this process as widely as possible to external placement providers as well as other internal University colleagues.