

**Policy Title: Reporting and Investigation of Accidents and Incidents at IT Sligo**

**Written By:**

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**1. Purpose**

The purpose of this policy is to outline the procedures that IT Sligo have in place in the event of an accident or sudden illness involving a member of staff or student on campus or on academic activities which take place off campus. It outlines the steps any member of staff should follow if they are presented with an emergency situation which requires an Occupational First Aider, a Cardiac First Responder (in case of suspected heart attack) or an ambulance.

**2. Scope**

The scope of this policy extends to any emergency first aid situation which involves a member of staff, a student, or approved visitor which may occur on campus or off campus on approved academic activities which form part of a taught programme at IT Sligo.

**3. Definitions and Reference Documents**

**First aid** as defined by the regulations means:-

- (a) in a case where a person requires treatment from a registered medical practitioner or a registered general nurse, treatment for the purpose of preserving life or minimising the consequences of injury or illness until the services of a practitioner or nurse are obtained, or
- (b) in a case of a minor injury which would otherwise receive no treatment or which does not need treatment by a registered medical practitioner or registered general nurse, treatment of that minor injury.

An **Occupational first aider** is defined in the Regulations as a person trained and qualified in occupational first aid.

Those wishing to become occupational first aiders must

- 1) Have achieved the FETAC Level 5 Component Certificate in Occupational First Aid, having successfully completed a training course in occupational first aid, presented over at least 3 days or 24 hours training to include 2 hours assessment) from an OFAAA registered provider (instructor).
- 2) Have been assessed by another registered provider (instructor).

A certificate shall be valid for 2 years. Thereafter further training, presented over at least 1 day, and assessment is necessary for recertification. Where on occasion a first aider's certificate lapses, refresher training must be repeated within 3 months of the lapsed date.

**Cardiac First Response Responder** is a person who has successfully completed a PHECC approved Cardiac First Response course – Responder level, within the last two years. It includes citizens or emergency medical volunteers/rescuers and uniformed personnel who may be dispatched or come across the following cardiac emergencies: cardiac arrest, heart attack and foreign body airway obstruction.

**Basic First Aider** is a person who has received one day of training in Basic Life Saving skills with emphasis on dealing with emergency situations in the absence of an occupational first aider and keeping the casualty safe until professional help arrives. This training is offered to staff who take students off campus regularly for academic off campus activities such as field work and sports and recreation activities.

- A Near Accident/Near miss is where someone could have been hurt if the circumstances had been slightly different, chance alone prevented an accident.
- Hazardous Incident (or dangerous occurrence) includes fires, explosions, chemical spills etc.
- Accident Report Form
- First Aid Treatment Card
- Cardiac First Responder Report (CFRR)
- Accident Investigation Pack
- IT, Sligo Framework Safety Statement
- HSA : *Guidelines on first-aid places of work*

#### 4. Duties

##### 4.1 Management Duties

(a) provide and maintain suitably marked and easily accessible first-aid equipment, as is adequate and appropriate in the circumstances for enabling first-aid to be given to persons at every place of work where working conditions require it, at a place of work under the employer's control,

(b) designate at each place of work under the employer's control the number of occupational first-aiders as is necessary to give first-aid at the place of work concerned,

(c) ensure that the number of occupational first-aiders, their training and the equipment available to them is adequate, taking account of the size or hazards, or both of each such place of work, and

(d) Ensure that

- i. details of arrangements made for the provision of first-aid, including the names of occupational first-aiders and the location of first-aid rooms, equipment and facilities for or at the place of work shall be included in the safety statement, and
- ii. the names, addresses and telephone numbers of the local emergency services are clearly displayed at each place of work.
- iii. Where an occupational first-aider provided under paragraph (1) (b) is absent in temporary and exceptional circumstances, it shall be sufficient compliance with that paragraph if the employer designates a person, or ensures that a person is designated to take charge of an injured or ill person.

#### **4.2 Duties of Head of Department**

Each Head of Department should identify an appropriate number of willing first-aider(s) within their department. These Occupational First aiders should be clearly named within the departments Functional Area safety statement.

The number of first aiders required should be determined by risk assessment, which takes into account the number and distribution of employees, the size and location of the establishment, the nature of the work, the hazard rating of the activities, the recorded number of accidents, any special needs of the staff/students and the distance from external medical/emergency services.

As work activities present a variety of risks, separate first aid needs assessments need to be undertaken in each work area and re-assessed periodically to ensure that if there is any change in the work practice, the cover remains adequate. When planning to introduce any new process, the Faculty/Function should consult with the Health & Safety Office to determine whether additional or specific hazard training for occupational first-aiders will be necessary.

#### **4.3 Duties of Human Resources**

The human resource department is responsible for the organisation and monitoring of Occupational first aid, Basic first Aid and Cardiac First Responder training to designated staff. They should liaise directly with the Health and Safety Officer who will guide them as to such requirements.

#### **4.4 Duties of the Person in Charge (the person to whom the accident has been reported) are responsible for**

- Ensuring the injured party has been attended to by a First-Aider, sent to the Student Health Nurse or sent to the emergency room.
- Investigating the incident with the injured party and any witnesses.
- Establishing what corrective action (if any) should be taken and initiate and follow up the same.
- Ensuring that the IT Sligo's Accident Report Form is completed and forwarded to the Health and Safety Officer within 24 hours of the incident occurring.
- Follow up with the injured (if necessary with help of the Human Resource Department) to ascertain their condition.
- Notify the Health and Safety Officer if the injured employee has not returned to work on the third day (counting Saturday and Sunday even if employee not scheduled to work) after the accident.

#### **4.5 Duties of the Injured Party**

- Report all work place accidents or injuries to their immediate supervisor.
- Seeking first-aid/medical assistance where appropriate.
- Following all medical advice.
- Co-operating with the investigation of the incident and completion of the Accident Report Form.
- Informing their supervisor of any medical complications that may arise following the injury.

#### **4.6 Duties of the Health and Safety Officer**

- Investigate all work place accidents
- In the case of a Student Accident ensure the Student Services Manager receive a copy of the Accident Report Form.
- Collating all Accident/Incident reports received.
- Providing Management with Incident statistics.
- Assisting in the investigation of serious incidents.
- Reporting notifiable incidents to the Health and Safety Authority

#### **4.7 Duties of the Student Support Services Officer**

- Ensure accidents on campus involving students outside of academic time are investigated.
- Keep record of all Student Accidents for Insurance purposes

### **5. Roles of Responsible persons during and after an Accident**

#### **5.1 Occupational First Aider**

The Occupational first-aider must decide on assessing the situation whether to treat the person or seek treatment from a registered medical practitioner. If there is any doubt about the severity of an illness or injury, emergency services should be called immediately on 112 or 999.

- If the victim just requires first aid treatment as covered in the first aider's occupations first aid training then they should proceed to provide the care as per their training.
- Afterward they should clean up scene of the incident by ensuring that any clinical waste is disposed of correctly in the health service department.
- Any first aid equipment used should be replenished immediately.
- After the incident the Occupational First Aider should fill out First Aid Treatment card and forward same to the Health and Safety Officer as soon as possible.

#### **5.2 Student Health Nurse/doctor**

- Provide the injured or ill person with first-aid treatment in accordance with their qualifications as a registered medical practitioner.
- Keep a record of any treatment given to the injured party.
- Provide follow-up care as may be necessary.

**5.3 A Cardiac First Responder** would be expected to recognise a collapsed person and respond by:

- Ensuring personal safety and the safety of the collapsed person;
- Checking for a response from the collapsed person;
- Calling for help (112 or 999)
- Obtaining AED (or sending someone to get the AED);
- Performing cardiopulmonary resuscitation (CPR);
- Using the AED (as per training);
- Completing relevant sections of a cardiac first response report (CFRR);
- Handing over to the emergency services with relevant history, treatment given and any response.

#### 5.4 IT Sligo Security

The security personnel are responsible to either

- Attend the incident with the Nurse
- If an ambulance has been called to ensure that the ambulance is directed to the entrance door closest to the victim.
- Where blood spills occur, Security personnel should contact the cleaning contractors immediately.
- In the event of a serious accident, incident or fatality security should preserve the scene until the relevant authorities arrive
  - They should also notify the Health and Safety Officer at 0879961875.

#### 5.5 Role of the Department manager

- It is critical that scene of an incident where a serious accident occurs they must ensure it is secured and remains completely intact pending investigation by statutory bodies/persons.
- The Department manager is the person responsible to contact the victims' next of kin if they are hospitalized due to their injury/illness.

#### 5.6 Role of Basic First Aider

They must decide on assessing the situation whether to treat the person or seek treatment from a registered medical practitioner. If there is any doubt about the severity of an illness or injury, emergency services should be called immediately on 112 or 999.

- If the victim just requires first aid treatment as covered in the first aider's occupations first aid training then they should proceed to provide the care as per their training.

### 6. Actions in the event of an emergency

#### 6.1. *How to deal with an injury or ill health*

**Minor Injury** e.g. cut, minor burn, fainting etc

- Contact the local Occupational first Aider if know
- If not known ring 333 on any internal college phone to summon an Occupational First Aider
- Stay with the injured person until the Occupational First Aider arrives

**Major Injury** e.g. person is immobile, has sustained a serious injury e.g. a broken bone, a deep laceration, a severe burn, is unresponsive, not breathing or has fallen ill from a medical condition.

- Call for 999 or 112 or have someone do so for you.
  - Give the phone number you are calling from
  - Location of the incident be specific
  - Chief complaint
  - Gender
  - Conscious
  - Breathing or not
- Have someone call 333 (IT Sligo Emergency No) so that in house assistance can be given until the ambulance arrives
- Have someone call 888 so security can direct the ambulance to your location
- Do not leave the injured person until the Occupational first aider and/or the Emergency services arrive.

**Major Injury Off Campus on an offsite activity** e.g. person is immobile, has sustained a serious injury e.g. a broken bone, a deep laceration, a severe burn, is unresponsive, not breathing or has fallen ill from a medical condition.

- Call for 999 or 112 or have someone do so for you.
  - Give the phone number you are calling from
  - Location of the incident be specific
  - Chief complaint
  - Gender
  - Conscious
  - Breathing or not
- Provide first aid treatment as per your training until the emergency services arrive.
- Report the accident to the Head of Department as soon as practicable.

### **6.2 Reporting Procedure (After the Accident/Incident)**

- If you have been involved in an accident or if a hazardous incident occurs in your area of work then you should notify immediately your manager or supervisor or the person in charge.
- The person in charge must complete an Accident Report Form and forward to the Health and Safety Officer within 24 hours.
- If your supervisor or manager is not available please ensure that you notify the Health and Safety Officer directly yourself by phone or email.

### **6.3 Accident Investigation Procedure**

- All accidents, incidents and serious near misses must be investigated by the person in charge, in conjunction with some or all of the following
  - The injured party
  - The local Safety Representative
  - The Departmental Manager
  - The Health and Safety Officer
- Investigation results must be recorded in writing, photos and other forms of media should be used to document what happened.
- Witness statements should be taken if applicable.
- The manager or supervisor in conjunction with the Head of School must determine the Corrective Actions (both immediate and long-term) to be taken to prevent recurrence.
- When completed all documented evidence of the Accident Investigation should be forwarded to the Health and Safety Officer.

### **6.4 The Accident Report Form**

The form is made up of three Parts.

1. **Part A:** Gathers basic contact information on the person who was hurt
2. **Part B:** Gathers information on the circumstances of the accident or incident, where and when it occurred, the causes etc. It indicates if medical treatment was given. This section is critical as it ensures that the accident or incident is investigated fully and that a corrective action plan is developed to ensure there is no reoccurrence of the accident or incident in the future.
3. **Part C:** Accident Report sign off by the person in charge, Head of Department and the Health and Safety Officer.

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**Procedure No: SAF003/172**

**7. Records Generated by this Procedure and their location**

- Blank Accident Report Forms are available from the School Secretaries, Heads of Department or managers or can be downloaded from IT Sligo Safety web page
- The Health and Safety Officer shall hold on file the original copies of accident reports involving employees.
- The *Student Support Services Officer* shall hold on file the original copies of accident reports involving students
- All Accident records will be held for a minimum of 10 years.

**8. Revision History**

Revision No	Description of Change	Issue Date:
000	New Procedure	16/09/10