

Incident Priority Rating Description

Serious accident / incident reports

These incidents will always attract investigation by the H&S Department

- Specified Injury RIDDOR's (with discretion about certain broken bones, feet and ribs are not major events)
- IP taken to hospital from scene of incident for treatment
- Serious incidents with the potential for enforcement officer input e.g.
 - Release of CL3 agent
 - Breach of security for Schedule 5 Pathogens and Toxins
 - Loss of radioactive material through accidental or malicious action, theft or vandalism
- Results in serious injuries, significant environmental impact, long term health effects.
- Food allergen reaction which requires hospital treatment
- RTA or other similar serious traffic related incident, involving staff or students. This can be on or off campus but must in connection with work activities or University business.
- Incidents requiring the involvement of the Major Incident Team e.g. repatriation of an individual or movement of groups of persons from a building or area of the University.



Significant accident / incident reports

These incidents will always attract a level of investigation by line management, H&S Department may support this process

- RIDDOR reportable incidents
- Accident resulting in time off work – more than 4 days
- Incident where there is perceived to be a potential claim against the University for health or safety failures.
- Potentially serious incident – under slightly different circumstances could have resulted in serious injuries, significant environmental impact, long term health effects.
- Food allergen reaction which is self-remedied. (EpiPen)
- Incident requiring a local incident management team response (non-fire events)
- Loss of containment in CL3 facility where Hazard Group 3 materials are in active use
- Loss of containment of radioactive material leading to personal contamination



Minor accident / incident reports

Up to the line manager how to follow up

- Lost time – 3 days or less
- Recurrence of a previous condition which occurred as a result of a work activity, eg manual handling, sensitisation
- Minor Injuries which require first aid (*These may have traditionally been captured in an accident book, with no further action taken*) e.g.
 - Hand tools use minor cuts / bruising
 - Paper cuts
 - Slips and trips with no physical cause etc.
- Loss of containment of radioactive material (no personal contamination)

During an incident investigation, the rating may change from its original priority rating, either up or down.