**Automated email notification of reported incident to Office of Health and Safety (OHS) mailbox**

 **Referral to the rehabilitation scheme provided by the university’s insurer may be appropriate (link to** [**flowchart of the scheme**](https://halo.hud.ac.uk/UoHDocumentSearch/DocSearch.aspx?DocRef=002437573)**)**

 **From incident description OHS reviews circumstances and determines…**

**Incident may result in criminal and/or civil proceedings against the university**

**Incident form completed and submitted through the university’s web-based reporting system**

**Incident primarily outside the university’s control**

**See follow-up process A**

**See follow-up process B**

**See follow-up process C**

 **All relevant documentation retained and managed within Wisdom and the folder assigned to the specific incident**

 **OHS creates PDF version of report**

 **Retention period assigned to specific folder in-line with the university’s Retention and Disposal Schedule**

 **Academic school or support service with responsibility for follow up investigation under the university’s health and safety policy**

**Web-based incident reporting and follow-up investigation processes**

 **From incident description Office of Health and Safety (OHS) reviews circumstances and determines primarily outside the university’s control**

**Incident folder created within Wisdom assigned to the most appropriate academic school or support service (e.g. of student involved, engaging contactor involved)**

 **PDF version of report retained within incident folder**

**Email with link to report to academic school or support service notification team**

**OHS seeks clarification from the respective academic school or support service incident primarily outside the university’s control**

**University’s Head of Procurement copied into email for insurance purposes**

**Email notification to university’s insurer, incident report attached (password protected)**

 **Incident outside the university’s area of responsibility**

**Email with link to report to academic school or support service notification team for information purposes only**

 **Follow up process B**

**University’s Disability Services and Wellbeing Services copied into email where appropriate**

**All relevant documentation retained within specific incident folder within Wisdom**

**Email notification to university’s insurer of full closure**

**OHS brings full closure to incident, confirmed with academic school or support service**

 **Academic school or support service clarifies circumstances under its control**

**Academic school or support service confirm incident outside university’s control by continuation of email correspondence**

**Follow-up investigation process A – incident primarily outside the university’s control**

**Academic school or support service with responsibility under university’s health and safety policy for follow up**

 **From incident description Office of Health and Safety (OHS) reviews circumstances and determines…**

**Follow-up investigation process B – incident under the responsibility of specific academic school or support service**

**Health and Safety Executive (HSE) and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)**

**OHS create incident folder within Wisdom allocated to respective academic school or support service**

**OHS seek specific information to assist in determining whether incident RIDDOR-reportable to HSE**

**OHS deem incident RIDDOR-reportable**

**Email with link to report to the notification team of the academic school or support service having responsibility for follow up**

 **OHS deem incident not RIDDOR-reportable**

 **Not RIDDOR-reportable reasoning recorded, also confirmed with respective academic school or support service**

**University’s Disability Services and Wellbeing Services copied into email where appropriate**

 **PDF version of report retained within incident folder**

**Email notification to university’s insurer, incident report attached (password protected)**

**University’s Head of Procurement copied into email for insurance purposes**

**Academic school or support service complete and report follow up and local closure via continuation of original email correspondence**

**Email notification to university’s insurer of full closure**

**All relevant documentation retained within specific incident folder within Wisdom**

**OHS submit F2508 to the HSE with confirmation email to respective dean or director**

**OHS seek further information to progress report to full closure from university’s perspective**

**OHS brings full closure to incident, confirmed with academic school or support service**

**LO requests OHS conduct a privileged and confidential investigation for the purpose of seeking legal advice**

**Email notification to university’s insurer with incident report attached (password protected)**

**University’s Head of Procurement copied into email**

**Incident and follow up situation brought to attention of respective academic school or support service notification team via email with link to the report**

 **PDF version of report retained within incident folder**

**OHS retain all non-confidential documentation within the specific incident folder allocated to the academic school or support service with responsibility**

**OHS produces a summary report to enable the respective academic school or support service to devise and implement follow up action plan to incident**

**OHS submits F2508 report to Health and Safety Executive**

**OHS determines incident RIDDOR-reportable**

**LO transfers all confidential documentation to the specific incident folder of the ‘Incidents – privilege’ section of Wisdom**

**All summary or fact-finding documents produced are marked “For the purpose seeking legal advice – privilege and confidential and addressed exclusively to LO for consideration**

**OHS conducts investigation on a confidential basis**

 **PDF version of report retained within incident folder**

**OHS create incident folder within ‘Incidents – privilege’ section of central health and safety area of Wisdom**

 **OHS notifies the university’s Legal Officer (LO) with link to the report**

**OHS create incident folder within Wisdom allocated to the academic school or support service with responsibility under university’s health and safety policy**

 **From incident description Office of Health and Safety (OHS) reviews circumstances and determines incident may result in criminal and/or civil proceedings being brought against the university**

**Follow-up investigation process C – incident may result in criminal and/or civil proceedings being brought against the university**