



## Incident Reporting Procedure



**Core Documentation Cover Page**

# Incident Reporting Procedure

Version number	Dates produced and approved (include committee)	Reason for production/ revision	Author	Location(s)	Proposed next review date and approval required
V1.0	Jan 2011 School Management Team	To provide clear procedures to report and monitor incidents.	Facilities & Purchasing Manager	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Jan 2012
V2.0	Aug 2014 PRAG Chair	General Review Administrative Amendment to update staff role titles.	Facilities & Purchasing Manager	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Aug 2016
V3.0	Mar 2015 Corporate Services Director	Minor Amendment to reflect updated Out of Hours Procedures.	Facilities & Purchasing Manager	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Mar 2017
V4.0	Dec 2016 SMT	Minor Amendments to reflect and clarify current practice.	Facilities & Purchasing Manager	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Dec 2018
V5.0	Jul 2017 PRAG Chair	Administrative Amendments to update institution name change from British School of Osteopathy to University College of Osteopathy and to update Staff Role Titles.	Head of Estates	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Dec 2018
V6.0	Sep 2018 SMT	Minor Amendment to reflect that incidents should be reported to reception in all instances for consistency.	Head of Estates	All master versions will be held in: J:\0 Quality Team - Core Documentation Website	Sep 2020

**Equality Impact**

Positive equality impact (i.e. the policy/procedure/guideline significantly reduces inequalities)	
Neutral equality impact (i.e. no significant effect)	X
Negative equality impact (i.e. increasing inequalities)	

**If you have any feedback or suggestions for enhancing this policy, please email your comments to: [quality@uco.ac.uk](mailto:quality@uco.ac.uk)**

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## 1. INTRODUCTION

- 1.1 The University College of Osteopathy (UCO) must ensure that it has suitable procedures in place to report and monitor incidents
- 1.2 For the purposes of this document an incident is defined as an event which is beyond the control of the victim and which in some way affects their personal safety, security or well-being, or an event which affects the safety, security or well-being of the UCO as a whole.
- 1.3 This document outlines the steps that should be taken when an incident occurs within the Borough High Street or Southwark Bridge Road buildings and the actions the UCO will take to reduce future risks.

## 2. REPORTING AN INCIDENT

- 2.1 An individual who is the victim of an incident or witnesses an incident on the UCO's premises should report it immediately and ensure a written log is produced. The initial report should be made to the receptionist at the relevant site who will then inform the appropriate member of staff.
- 2.2 A report of the incident will include:
  - a) Date/time of incident
  - b) Name and contact details of victim/person reporting incident
  - c) Brief description of item (if applicable)
  - d) Details of incident
- 2.3 The records will be kept in the Estates folder on All Staff Share

## 3. MONITORING AND CONTROL

- 3.1 For the purposes of monitoring incidents which occur within the UCO, the following categories will be used:
  - a) Theft
  - b) Intruders
  - c) Physical threat or violence
  - d) Other criminal activity committed by or to a member of staff or a student
- 3.2 The Head of Estates will monitor the incidents and look for trends and patterns.
- 3.3 A report will be produced twice a year highlighting any issues which arise from monitoring the trends. This will be reviewed by the Health & Safety Committee.
- 3.4 For any incidences where trends are identified, appropriate measures will be taken to manage and reduce the risks and improve safety and security wherever possible.