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| **Accident, Incident and Near Miss Reporting**  |

In the event of an accident, incident or near miss in your workplace, area of study or anywhere within the University, please carry out the following:

* If needed, **Call a First Aider (01904 87 6444)**

**Security Officers** - All Security Officers are First Aid trained and available 24 hours a day.

**Lord Mayor’s Walk** - Speak to Reception in the main building and a First Aider will be provided.

**Haxby Road** -Speak to Reception in the main building and a First Aider will be provided.

**London Campus -** Speak to Reception and a First Aider will be provided.

1. Always report the Accident or Incident to your line manager or lecturer, as soon as possible.
2. Help them to complete a University Accident or Incident Form. This should record full details and the action that can be taken to prevent reoccurrence.
3. **The Accident or Incident Form is online and found via the Health and Safety Pages**
4. Any questions, contact the Health and Safety Adviser.