

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 First Aid Is needed:



Lord Mayor's Walk - Speak to DeGrey or Holgate Reception and a First Aider will be provided or call **a First Aider (01904 87 6444/ Int. 6444)**. All Security Officers are First Aid trained and available 24 hours a day.

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

London Campus - Speak to YSJU 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 Team

