

Process, including activities	Health & Safety Officer	Heads of Units	Head of Insurance	Buildings & Estates	Head of Compliance Dir. of Safety/ COO	Strategic Risk Mgt Cttee	UMT
Heads responsibilities for accident/near miss reporting/investigation** have been set out by the Health & safety Officer (HSOer) in the University Safety Statement**. This is reviewed annually.	I	R	C	C	C	C	A
Heads of Units on the basis of this policy** and their Safety Responsibilities Training (available annually & online) are aware of their accident/near miss reporting duties.	I	R	C	C	A	C	C
Heads of Units as part of the annual Unit Safety Statement are aware of their requirement to have local arrangements and ensure Unit staff know what these are in relation to Unit accident/near miss reporting and investigating.	I	R	C	C	A	C	C
In the event of an accident/near miss occurring:							
Head of Unit/area where Accident /Near Miss Report occurred sends report to Health & Safety Officer (HSOer)	I	R	C	C	A	C	C
HSOer ensures report is copied to Head of Insurance, Buildings & Estates	R	C	A	C	C	C	C
HSOer reports relevant accidents/Dangerous Occurrences to the Health and Safety Authority	R	C	C	C	A	C	C
HSOer reviews report to verify that Unit has reported and investigated adequately.	R	C	C	C	A	C	C
HSOer follow up with Unit on necessary prevention measures including the adequacy of the risk assessment(s).	R	C	C	C	A	C	C
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Heads of Units make the necessary corrective action(s) (if not already taken) e.g. reviewing risk assessments, logging repairs on Buildings & Estates PEMAC.	I	R	C	C	A	C	C
HSoer identifies common improvements and alerts other relevant Units as appropriate.	R	C	C	C	A	C	C
HSoer reports general details to the Safety Working Group for consultation purposes.	R	I	C	C	A	C	C
HSoer reports accident/near miss figures in the annual H&S Report for the Director of Safety/COO which is provided to the UMT.	R	C	I	I	I	C	A
HSoer may be involved where there are subsequent legal proceedings involving the University of Galway	I	C	R	C	C	C	A