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HEREFORDSHIRE COUNCIL

Health & Safety Arrangements

Accident/Incident Reporting and Investigation



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AUTHORISATION

The Human Resources Team (Health and Safety) is responsible for publishing policies and arrangements within a hierarchy of similar publications. Readers wishing to quote these policies and arrangements as reference material in other work should confirm with the Human Resources Team whether the individual particular publication and amendment state remains authoritative.

DISTRIBUTION

Distribution of policies and arrangements is managed by the Human Resources Team. Requests for issue of this publication, or amendments to its distribution should be referred to the Health and Safety Team: healthandsafety@herefordshire.gov.uk

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LINKS TO HEALTH AND SAFETY ARRANGEMENTS

This document should be read in conjunction with the Health & Safety Policy & Protocol HSP001 document and responsibilities outlined within the Policy will apply to the implementation of these management arrangements.

AMENDMENTS

This document replaces:

Level 2 – Arrangements for Directors and Heads of Service

http://hc-sp/DocumentLibrary/LegalServices/Documents/Health_and_Safety/Accident_Reporting/Accident_Incident_Reporting_and_Investigation_for_Directors_and_Heads_of_Service.doc

Level 3 – Management arrangements

http://hc-sp/DocumentLibrary/LegalServices/Documents/Health_and_Safety/Accident_Reporting/Accident_and_Investigation_Management_Arrangements.doc

Level 4 – Accident Reporting Process

http://hc-sp/DocumentLibrary/LegalServices/Documents/Health_and_Safety/Accident_Reporting/Accident_Incident_Reporting_Process.doc

Level 5 – Accident Report Form (PS01)

http://hc-sp/DocumentLibrary/LegalServices/Documents/Health_and_Safety/Accident_Reporting/Accident_Incident_Report_Form_PS01.doc

Level 5 – Accident Reporting Guidance

http://hc-sp/DocumentLibrary/LegalServices/Documents/Health_and_Safety/Accident_Reporting/Accident_and_Investigation_Management_Arrangements.doc

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Level 4 – Accident Investigation Guidance

http://hc-sp/DocumentLibrary/LegalServices/Documents/Health_and_Safety/Accident_Reporting/Accident_Investigation_Guidance.doc

Level 5 – Accident investigation flowchart

http://hc-sp/DocumentLibrary/LegalServices/Documents/Health_and_Safety/Accident_Reporting/Accident_Investigation_Flowchart.doc

Level 5 – Accident investigation form (PS03)

http://hc-sp/DocumentLibrary/LegalServices/Documents/Health_and_Safety/Accident_Reporting/Accident_Investigation_Form_PS03.doc

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1. Introduction

The primary purpose of accident reporting and investigation is to identify immediate and underlying causes, so that steps can be taken to prevent recurrence. All staff should be encouraged to report accidents, since it is only if they are reported that preventive measures can be taken.

By reducing accidents the Council will not only be fulfilling its legal obligations, but will also reduce the financial burdens in both direct and indirect costs (e.g. damage to equipment, service interruption, replacement staff, increased insurance premiums) which can accrue as a result of accidents.

Accidents need to be reported and investigated promptly, so that the facts can be established and action taken as appropriate.

2. Definition

An accident is an unplanned event that causes, or has the potential to cause, injury or damage.

This definition includes any injury, however minor, and also "near misses", i.e. events which might have caused injury, such as fire, explosion, chemical spillage or release, electrical faults, scaffolding collapse, etc.

This definition is used in this guidance, although the reports are headed "accident report" to emphasise that reports of dangerous incidents, as well as injuries, are needed.

Physical violence and verbal abuse or threats should also be reported.

3. Legislative Requirements

The Management of Health and Safety at Work Regulations 1999 require employers to set up appropriate systems for managing health and safety. As part of its monitoring procedures, it should have in place robust accident reporting and investigation systems.

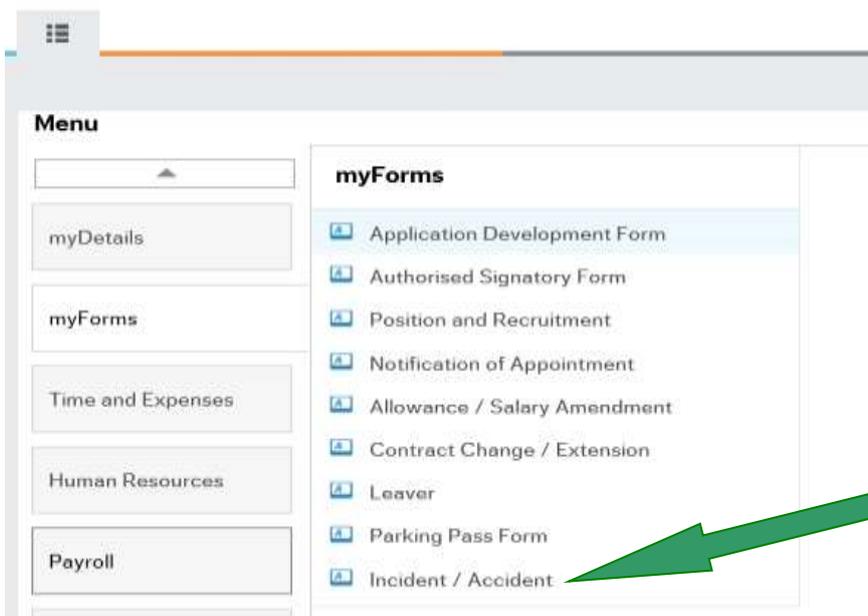
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 require certain types of injuries, diseases and dangerous occurrences to be reported promptly to the HSE.

4. Reporting Procedure

The Council requires that all accidents and relevant incidents are reported promptly to the Health & Safety Team. Immediate electronic on-line reporting is preferred within Business World (See below) as an alternative accident report forms sent to accidents@herefordshire.gov.uk. Reports should be completed within 48 hours and sent to the Health & Safety Team within 5 days to enable the team to investigate and report within the HSE time constraints.

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UNIT4 Business World On!



For all accidents/incidents, the **Incident/Accident Report Form** must be completed. Alternatively an incident/accident form can be completed – <https://apps.herefordshire.gov.uk/healthandsafety/Shared%20Documents/Accident%20Incident%20Report%20Form.doc>

5. Near - Miss Incidents

It is not uncommon to observe a situation whereby it was purely fortuitous that someone was not injured during a work process. These 'near-misses' should be reported in order that the circumstances may be investigated and future accidents/injuries prevented.

6. Accident Investigations

It is a legal requirement for employers to monitor and review their health and safety arrangements, accident investigations form an essential part of this process.

All accidents should be investigated at the earliest opportunity to determine what (if any) action is needed to prevent a recurrence. The level of investigation should be proportionate to the severity of the incident. It is the potential consequence and likelihood of the incident recurring that should determine the level of investigation, not simply the injury suffered on this occasion.

For example: a scaffold collapse may not have caused an injury but had the potential to cause major or fatal injury.

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The appropriate line manager is responsible for investigating local accidents or incidents but depending on the investigation it may involve other managers and the health and safety team.

A local investigation should be conducted if:

- A defined major injury has occurred (refer to definitions as below in section 7);
- The injury is likely to result in the injured person being off work for more than 7 days;
- There has been a need to review a risk assessment;
- There is no risk assessment in place;
- The incident or near miss has a likelihood of occurring again if not controlled;
- The incident or near miss has the potential to cause damage or harm;
- A Dangerous Occurrence as defined in the Reporting of Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR).

The Health and Safety Team may also instigate an accident investigation on receipt of an Accident/Incident Report Form if it is deemed that more information is required to identify the root cause of the incident or for trend analysis.

The investigation findings should form the basis of an action plan to prevent the incident from recurring, improving the overall management of risk, and identifying elements of risk assessments that may need to be reviewed.

To assist in the local investigation process the **Accident/Incident Investigation Form** (Appendix 2) should be used and reference should be made to the [HSE guide HSG 245 'Investigating Accidents and Incidents'](#) which gives further details of a systematic approach to accident investigation, and the Health & Safety Team can provide specific training on this issue.

7. Notification to the Health and Safety Executive

Where an employee is involved in a serious incident resulting in a fatality, a major injury (as defined below), an incident which causes incapacity for more than 7 days, a reportable dangerous occurrence or an occupational disease/condition, the Council has a statutory duty to report such incidents to the Health and Safety Executive. All reporting to the HSE is done via the Health & Safety Team.

It is, therefore, essential that in these circumstances, Managers/Supervisors must notify the Health & Safety Team of an accident by the quickest possible means, i.e. telephone, so that the appropriate report form can be submitted to the HSE.

Reportable major injuries:

- Fracture, other than to fingers, thumbs and toes;
- Amputation;
- Dislocation of the shoulder, hip, knee or spine;
- Loss of sight (temporary or permanent);
- Chemical or hot metal burn to the eye or any penetrating injury to the eye;
- Injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
- Any other injury leading to hypothermia, heat-induced illness or unconsciousness, or requiring resuscitation, or requiring admittance to hospital for more than 24 hours;

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- Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent;
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

A report must be received within 10 days of the incident to the HSE.

For accidents resulting in the over-seven-day incapacitation of a worker, you must notify the enforcing authority within 15 days of the incident, using the appropriate online form

Additionally there is a requirement to report accidents to others not in employment (e.g. a member of the public, visitor, contractor, and pupil) if they suffer an injury as a result of an accident arising out of, or in connection with, work **and** are taken from the scene to a hospital. Further clarification and guidance in relation to this requirement for pupil accidents and incidents is provided in [Incident reporting in schools](#)

In relation to [Dangerous occurrences](#) (link to HSE page) these should also be reported via the accident/incident report form.

NB: [Occupational Diseases](#) (link to HSE page) are dealt with under separate reporting arrangements in line with occupational health procedures; please contact the Health and Safety Team for advice on this matter.

Accompanying Documents

HAS 001A - Accident/Incident Report Form

HAS 001B – Accident/Incident Investigation Form