

SECTION 2(6)

HAZARDOUS CONDITION REPORTING PROCEDURE

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Condition/Hazard Reporting Procedure

Any employee who observes a condition and/or practice which he/she considers or suspects is unsafe or could lead to ill health should take suitable local action and report it immediately to his/her supervisor/manager on form HR1 (see **APPENDIX 1**). A copy should be retained.

A supervisor/manager who receives a report form of such condition/practice shall, as soon as reasonably practicable, investigate the situation and make a risk assessment using the agreed criteria set out on the reverse side of the condition/hazard report (HR1) (see **APPENDIX 1**).

The maximum time which should elapse between receiving the report and informing the reporter of the assessment is 3 working days. A schematic representation of the scheme is set out in **APPENDIX 2**.

If problems arise over the assessment, advice can be sought from the Health & Safety Advisers in Corporate Services.

Having made the assessment, the supervisor/manager will take the most appropriate action. In the case of:

Classification	Required action
A	Decide whether, in the circumstances, any risk associated with the reported condition is acceptable or not.
B	Take such action as will reduce the level of risk to an acceptable level temporarily and schedule any maintenance/improvement works in the normal way. Monitor the situation frequently.
C	Take immediate action to reduce the risk to an acceptable level and schedule any maintenance/improvements as an emergency. Monitor the situation constantly.
D	Stop the activity immediately and do not continue until such time as the risk has been contained to an acceptable level.

The above action must be taken as soon as possible or necessary, having regard to the risk classification A, B, C or D (see **APPENDIX 1**). If in doubt, seek assistance from the Health & Safety Advisers in Corporate Services.

Having taken the appropriate action, the supervisor/manager will complete the remainder of the form HR1 and distribute it as follows:

- A copy to the originator of the report.
- A copy to his/her service Health and Safety Group so the matter can be taken to the next meeting.
- A copy is retained by the supervisor/manager.

On return of the copy, the originator should make note of any comments and pass it on to her/his Safety Representative. If for any reason the originator is not satisfied with the response made to the report by the supervisor/manager, such dissatisfaction should be reported to the Safety Representative.

The Health and Safety Group secretary should forward a copy of the report to the Health & Safety Advisers in Corporate Services and prepare a summary of the report for their next Health and Safety Group meeting.

The Health & Safety Advisers will on receipt of the copy monitor assessment for consistency with any others of a similar nature and for potential in other areas. Actions will be monitored for consistency with Council Policy and current legislation.

It is most important that all **NEAR MISS** incidents are reported on either the Online Incident Reporting system (link: [Report an Incident](#)) or on the Condition/Hazard Report form (HR1).

Copy	Final Destination
Top	Safety Representative via Originator
Second	Manager responsible for health and safety via service Health and Safety Group secretary
Third	Supervisor/Manager
Fourth	Originator/reporter

Any recommendations as to the revision of the scheme should be submitted through your service Health and Safety Group.

APPENDIX 1

**BRACKNELL FOREST BOROUGH COUNCIL
Condition/Hazard Report (HR1)**

1. From: _____ Date: _____

2. To: _____ Position: _____

Site: _____ Location: _____

I have reason to believe that the following condition/practice is in breach of a statutory duty or will cause damage or will cause injury or will have adverse effects on someone's health. Would you please investigate?

Signed: _____

Distribution - Original to person named at 2 above. A copy stays with person named at 1.

REPLY

I have investigated the above and have reached the following conclusion

Action taken by me to reduce the risk to an acceptable level:

Signed: _____ Date: _____

Distribution – Original to Health and Safety Group secretary. Copy to be retained by person replying. Copy to be returned to originator.

RISK ASSESSMENT

C Consequences - most probable result of the potential accident

	Score
Death	100
Permanent disability (including amputation or impairment of any function)	50
Temporary disability for: more than 3 weeks	25
1 to 3 weeks	15
3 days to 1 week	10
less than 3 days	5
Minor ailment (cuts, bruises and bumps)	1

E Exposure - the frequency of occurrence of the hazard event

	Score
Hazard event occurs: Continually (many times daily)	10
Frequently (once a day)	6
Usually (once a week to once a month)	3
Occasionally (once a month to once a year)	2
Rarely (has been known to occur)	1
Remotely (not yet known to have occurred)	0.5

P Probability - likelihood of accident sequence following to completion

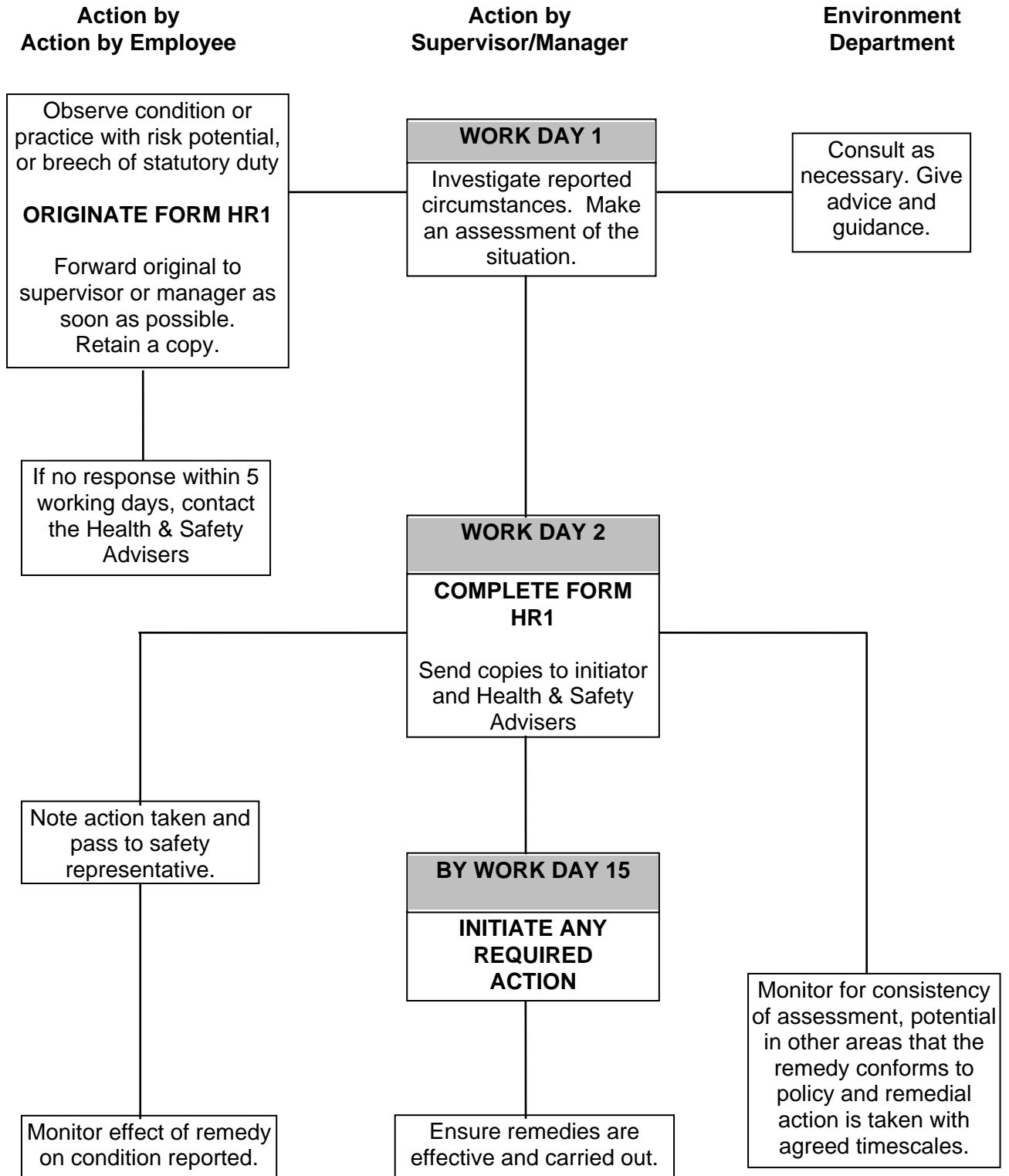
	Score
Complete accident sequence:	
Is the most likely and expected result if the hazard event takes place	10
Is quite possible, not unusual, has 50/50 chance	6
Would be an unusual sequence or coincidence	3
Would be a remotely possible coincidence	1
Has not happened after many years exposure but is conceivable	0.5
Is practically impossible (never been known to happen)	0.1

$$\text{RISK SCORE} = C \times E \times P$$

If the result is in the Range:	Classification
0 - 20 or is a condition or practice that, on balance, is not likely to cause any of the effects mentioned below. The risk could be acceptable (judgement area).	A
20 - 100 or is a condition or practice likely to cause minor, non-disabling injury/illness, and/or non-disruptive damage to property. A breach of statutory duty. The hazard requires attention, but is not an emergency .	B
100 - 200 or is a condition or practice likely to cause serious injury/illness, resulting in temporary disability, or property damage that is disruptive but less severe than Class D. The hazard requires urgent attention .	C
200+ or is a condition or practice likely to cause permanent disability, loss of life or body part, and/or extensive loss of structure, equipment or material. The activity requires stopping immediately .	D

APPENDIX 2

Flowchart for Reporting Condition/Hazard



APPENDIX 3

Condition Reporting and Monitoring (NOTES FOR MANAGERS)

INTRODUCTION

The Health and Safety at Work etc Act 1974 imposes duties upon the Council to ensure, so far as is reasonably practicable, the health and safety of all employees. In particular the provision and maintenance of any place of work and the working environment in a condition that is safe and without risk to health. The Act also places the Council under similar duties to ensure the health and safety of non-employees who may utilise Council premises and also of the general public insofar as the conduct of the Council's business is concerned.

The Safety Representatives and Safety Committee Regulations 1977 (Regulation 4) give each Safety Representative appointed by a recognised trade union the legal right to investigate potential hazards, dangerous occurrences and employee complaints at the workplace and to make representations to the employer on such matters.

The Health and Safety Commission's guidance on the Safety Representatives and Safety Committee Regulations 1977 emphasised the importance of Safety Representatives being able to raise matters affecting the health, safety or welfare at work of employees, with management, without delay. They must therefore have ready access to the employer or his representative. It is also suggested that where Safety Representatives have made a written report, appropriate action will normally be taken by the employer.

Where remedial action is not considered appropriate or cannot be taken within a reasonable period of time, then the employer or his representative should explain the reasons and give them in writing to the Safety Representatives. Where remedial action has been taken, the Safety Representative who notified the matter(s) should be given the opportunity to make any necessary re-inspection in order to satisfy themselves that the matter(s) notified has/have received appropriate attention. They should also be afforded that opportunity to record their views on this aspect. Such action should be publicised throughout the work place by the normal channels of communication.

CONCLUSION

From the foregoing it will be readily seen that in order to comply with both the letter and the spirit of both the Health and Safety at Work etc Act and associated legislation, a reporting system is required designed to deal exclusively with serious matters affecting the health/safety of employees or others using Council premises, facilities and work locations. The reporting procedure must be seen to facilitate the speedy resolution of such matters in an objective manner.

BASIC REQUIREMENTS OF PROCEDURE

In most accidents, both unsafe conditions and unsafe actions are contributing factors. An unsafe condition in addition to sometimes being a direct cause of accidents in itself can often lead people to perform unsafe actions. Thus, an essential ingredient in prevention of injury or occupational ill health is the prompt reporting and rectification of unsafe or unhealthy conditions (hazards).

When an employee becomes aware of a condition which he/she considers or suspects could lead to injury or ill health, or witnesses an incident with this potential, it is essential that he/she reports this condition to his/her supervisor. Having reported the condition, the employee rightly expects action to be taken. The extent of the action necessary is obviously dependent upon the condition reported.

On some occasions it may be only necessary to reassure the employee involved that his/her fears are unfounded. On other occasions the supervisor/manager may be able to arrange elimination of the hazard immediately. The use of the risk assessment guidelines in the Condition Reporting system will help supervisors make these decisions. In any case the initial assessment of the condition should be made as soon as possible, and certainly no later than 3 working days after receiving the report.

There will obviously be occasions when the investigation of the reported condition reveals that rectification involves work, etc which is outside the immediate control of the supervisor/manager, - eg work etc likely to involve other Departments, additional finance, etc.

In these circumstances the supervisor/manager, having assessed the situation and in his/her opinion decided a serious risk of injury or ill health is involved, must take steps to protect persons at risk by temporary measures. If this is not practicable, by prohibiting use of the offending plant, machinery, equipment, substance, area, etc until the condition has been made safe (temporarily or permanently). Such remedial action should be taken as soon as possible, but certainly no later than 15 days following receipt of the report. The supervisor/manager should then complete the remainder of the report detailing action taken and send copies to the originator and the Secretary of his/her service Health and Safety Group.

Appointed Safety Representatives who observe a hazardous condition or receive a complaint from employees regarding such conditions, may wish to confirm his/her representation to the employer's representative (the supervisor/manager). In order to facilitate this each appointed safety representative should have access to a supply of Condition Report Forms.

Where delays in carrying out remedial work are encountered or anticipated, the supervisor/manager shall, no later than 15 working days after the report was originated advise the originator of the current status of the remedial work and the likely completion date if possible.

The Health & Safety Advisers will register all Condition reports received, monitoring them for consistency of assessment and conformity to Council policy.

The procedure attached has been designed to cover the points previously mentioned and lists the action considered essential to deal effectively with the reporting, recording, rectification and monitoring of hazardous conditions.

The system will be reviewed regularly but, should you experience difficulties in its operation, assistance can be sought from the Health & Safety Advisers.

APPENDIX 4

Condition Reporting Procedure

NOTICE TO ALL EMPLOYEES

Employees are reminded that they have a duty to care for themselves and others by reporting immediately any condition or practice that could cause damage, injury or have adverse effects on someone's health. To assist with the reporting of such situations, the form "HR1" has been devised and widely distributed throughout the Authority. It should be used as a means of reporting suspected hazards quickly to the person who can most effectively assess and reduce the risk to an acceptable level.

It is important that all **NEAR MISS** incidents are reported on either the Online Incident Reporting system (link: [Report an Incident](#)) or on the Condition/Hazard Report form (HR1).

In most cases this will be your immediate supervisor, in other cases it might be the most senior manager on site, the Head or Principal of an educational establishment, or a person nominated by her/him. Whatever the case, the condition/practice must be reported as quickly as possible.

Once reported the supervisor, manager or nominee will make an assessment of the condition reported and take whatever action is required to reduce any risk to an acceptable level. Having done so, they will inform you of the outcome of that assessment/action. After making an assessment, the supervisor/manager will notify you of the result no later than 3 days following receipt of the report. A full description of the system is in the Health, Safety and Welfare Manual which is available on BORIS or a copy can be obtained from the Health & Safety Advisers.