

SECTION 2(1)

INCIDENT REPORTING

CONTENTS

	Page no
Introduction.....	1
Format of Records.....	1
HSE Notification.....	1
Accident Definition and Classification.....	2
Accident Procedure	3
Allocated Responsibilities	3
Accident Investigation.....	5
Further Information	6
Appendix 1	7
RIDDOR ACCIDENTS	7
Appendix 2	8
Specified Dangerous Occurrences	8
Appendix 3	9
Procedure for Non-Injury Incidents	9
Appendix 4	10
Accident Procedure for Injury Accidents	10
Appendix 5	12
Accident Procedure for Third Party Accidents.....	12
Appendix 6	14
Accident Procedure for Fatal Accidents	14
Appendix 7	16
Reporting Adult/Children Care Incidents.....	16
Accidents Reportable to the Health and Safety Executive	16
Appendix 8	17
Emergency Procedure	17
Appendix 9	18
If yes who administered First Aid?	19
.....	19
Time off Work (Employees Only):	19
Details of the Person Involved:	19
Was there any property damage? Yes / No	19
..... Tel No:	19
Vehicle / Plant Accident Report Form	20

(Total numbered pages in this section: 21)

Introduction

When an accident occurs, action must be taken. Anyone injured must receive prompt medical attention and any immediate danger to personnel must be eliminated. A thorough investigation must be carried out to establish the cause(s) of the accident and any action necessary to prevent a recurrence.

Most people think of accidents purely in terms of personal injury. Whilst it is important that action must be taken to prevent a recurrence of accidents, what is perhaps not fully appreciated is that for every accident causing injury, there are more accidents which cause damage to property. For every damage accident there are many more **near misses** which, but for pure luck, could have resulted in injury or damage or both. Because all these near misses are potential injury situations they, together with damage accidents and injury accidents, however trivial they may appear, should be reported to and investigated by management to ensure that suitable corrective action is taken.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), the Social Security Act 1975 and the Social Security (Claims and Payments) Regulations 1979, the employer is required to record and investigate accidents. All accident report forms must be retained for a minimum of three years therefore it is recommended that all accident forms are kept for **4 years**.

A significant exception to this is when a child is injured. In this case a claim can be made up to three years after the child reaches the age of 18 i.e. potentially up to the age of 21 years after the original incident. It is therefore recommended that all accident forms and investigation material is kept for a further 12 months i.e. potentially up to **22 years after the original incident**.

Format of Records

Any form of record that is relevant to the incident must be disclosed if requested. This includes (but is not limited to):

- Printed documents (including accident report, witness statements, manager's report, any report to department managers, teams and committees.
- Computer records (including floppy discs and e-mails)
- Video tapes and photographs.

All such records must be retained for the appropriate period within the unit where the incident occurred. (In the majority of cases inclusion on the Councils Electronic incident/accident database would eliminate the need for paper forms.)

All incidents must be recorded on BFC's Online Incident Database: [Report an Incident](#)
Incidents include Near Misses, Property Damage, Physical Violence, Verbal Abuse, Racial Abuse and Sexual Harassment; including threats or abuse received online or through social media (Facebook, Twitter, Snapchat etc.) If for any reason the Online System is inaccessible then complete a paper copy of the Incident report Form (IRF) in **Appendix 9** and send a copy (retain original) to: Corporate H&S, 1st Floor, Easthampstead House. Please note these copies are NOT retained for any period of time.

HSE Notification

The Health and Safety Executive (HSE) must be notified regarding certain incidents.

How to report

Online - Go to www.hse.gov.uk/riddor and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

Telephone - All incidents can be reported online but a telephone service remains for reporting **fatal and major injuries only**. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

In addition to any statutory requirements in respect of accident documentation, it is necessary to supply the Council's insurers with full details of any accident which is likely to result in a claim for compensation being made against the Council by informing the Finance–Audit & Technical Section in Corporate Services.

Reporting out of hours - HSE has an out-of-hours duty officer. Circumstances where HSE may need to respond out of hours include:

- a work-related death or situation where there is a strong likelihood of death following an incident at, or connected with, work;
- a serious accident at a workplace where there have been multiple casualties so that HSE can gather details of physical evidence that would be lost with time; and
- following a major incident at a workplace where the severity of the incident, or the degree of public concern, requires an immediate public statement from either HSE or government ministers such as evacuation of people, closure of roads, large numbers of people going to hospital etc.

If your incident fits these descriptions ring the duty officer on 0151 922 9235.

If you want to report less serious incidents out of normal working hours, you should complete an online form at www.hse.gov.uk/riddor/report.htm#online.

Accident Definition and Classification

Near Miss - an accident that does not result in injury or damage, but could have resulted in either or both (see Appendix 3).

Damage Accident - an accident that results in damage to plant, machinery, equipment or buildings etc. but not personal injury (see Appendix 3).

Dangerous Occurrence (reportable) - these are specified occurrences where no injury occurs (see Appendix 2 and 3).

Minor Injury Accident - an accident which results in personal injury or ill health and causes absence from normal work for less than seven days (see Appendix 4).

Major Injury (reportable) - an accident which results in personal injury (including as a result of physical violence) or ill health, as specified by Regulation, or causes the inability to carry out normal work for more than seven days (see Appendix 1).

Third party accident - an accident involving persons not in the Council's employ, eg: contractors, employees, school pupils/students, members of the public etc, which results in injury or is likely to involve a claim against the Council (see Appendix 5).

Fatal Accident – is an accident that results in a death (see **Appendix 6**).

Reportable diseases – where a manager suspects that a member of staff is suffering from a work related disease a referral should be made to occupational health via your departmental human resources/personnel section. Once an investigation has been undertaken the manager will be provided with an occupational health management report, this will highlight whether the member of staff is suffering from a work related notifiable disease. It is the responsibility of the manager to report this to the HSE. This can be done by completing the appropriate online report form: www.hse.gov.uk/riddor.

Accidents to vehicles - whether or not there is an injury, where an accident involved a Council vehicle, the Fleet Manager at the Central Depot/Commercial Centre should be informed on form VEHACC/CD/SR/DAR (see **Appendix 10**). There is no requirement to notify Corporate Health and Safety unless someone suffers injury, and then the Online IRF must also be completed.

Accident Procedure

Class of incident	Relevant procedure
Near Miss Damage Accident Dangerous Occurrence	Non-Injury Accident (See Appendix 3)
Minor Injury Major Injury Occupational Disease	Injury Accidents (See Appendix 4) Third Party Accidents (See Appendix 5) Fatal Accidents (See Appendix 6)

The attached **Appendix 3 to 7** are designed to cover all the above-mentioned requirements and covers the action required to be taken in the event of an accident.

Allocated Responsibilities

By allocating responsibilities to particular people, confusion over whom should do what will be minimised. The terms **supervisory officer, manager, head of establishment, Director etc** are used in the appendices attached, but it will be necessary for local management to assign responsibilities and use terminology to suit local conditions etc.

Employee involved/injured person

It is the duty of all employees who are involved in or witness an incident to ensure that everything possible is done to minimise damage, particularly injury to persons. Therefore:

- a) Obtain first aid treatment for any injured person, be it themselves or another.
- b) Ensure that the incident is reported immediately to a supervisor/manager or, in the

case of an educational establishment, the Headteacher or nominee (see **Appendix 7**).

- c) In the event of an injury, complete the internal Incident Report form IRF ([Report an Incident](#)).

Supervisory officer/manager/head of establishment

The person who has control of an injured person's work and/or of the premises where an incident has occurred is to:

- a) Establish whether the circumstances or the result of the incident are Immediately reportable, that is specified by RIDDOR as a major Injury (see Appendix 1) or a dangerous occurrence (see Appendix 2). If either is the case, telephone their Director, and Health and Safety Advisers in Corporate Services.
- b) Investigate the incident and ensure that all necessary steps are taken to prevent immediate further injury or damage to property.
- c) Ensure the incident is recorded on the Councils Online Incident Database, including the section for manager's comments.
- d) Take what steps are necessary within their power, to remedy the cause(s) of the incident
- e) Ensure that if an injured person is absent, or unable to carry out their normal work for 7 days or more, the HSE is notified within 15 days of the incident by completing the appropriate online report form is completed : www.hse.gov.uk/riddor.

Director/governing body

On receiving a report of a fatal injury, dangerous occurrence or major injury the appropriate Director or, in the case of an educational establishment, the governing body is to:

- a) Ensure that the appropriate authorities for the incident have been informed, ie: Police, HSE, Health and Safety Advisers in Corporate Services, etc.
- b) Carry out an investigation to determine the basic cause(s) of the incident and take all steps to remedy any defects found.
- c) Ensure that the appropriate forms, IRF & RIDDOR forms have been completed.
- d) Monitor remedies to ensure non-recurrence of the incident.
- e) Ensure that all the information reference the accident are collated and appropriately filed in case of any future claim.

Corporate Services Department

Following the reporting of an incident, the Corporate Health and Safety Advisers will:

- a) Determine the need for further investigation.
- b) Manage data for preparation of information to appropriate bodies.

- c) Where necessary, act as liaison with outside bodies.
- d) Monitor remedies for consistency with Council policy and good practice.

Some activities, such as home help, and similar outwork, may make strict compliance with these procedures very difficult. However, it is management's responsibility to ensure that systems are in place to ensure that any employee involved in an incident makes every effort to inform his/her supervising officer of the incident as soon as is practicable.

Accident Investigation

An accident investigation is a method of preventing future accidents. Investigation is for fact finding and must be carried out promptly while the facts are still fresh in people's minds and the conditions are unchanged. The principal purposes of an accident investigation are to:

- a) Discover the cause or causes so that it/they can be remedied to prevent a recurrence.
- b) Comply with the requirements of the Social Security Act 1975, and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, and other relevant legislation.
- c) Establish the Council's position as regards statute and common law.
- d) Provide accurate information for records and statistics which may guide future policy decisions in respect of health and safety.

In order that a concise report may be compiled, the investigation should take account of the following:

Background information

- a) Date, time, location of accident, etc.
- b) Name(s) of person(s) involved, payroll number, directorate, department, occupation, etc.
- c) What was actually being done at the time?
- d) Names of eyewitnesses.
- e) Relevant details of lighting, condition of floors, stairs, ladder, scaffolding, etc involved.
- f) Weather conditions if relevant.
- g) Details of plant, machinery, equipment, etc involved.
- h) Machine, speeds, condition of guarding, etc if relevant.
- i) Weights, dimensions etc of articles involved.
- j) Photographic/CCTV evidence

k) Any other relevant information.

Description of accident

This should give a clear picture of what happened and what went wrong. Sketches or photographs should be used if they give a clearer impression of the incident.

Conclusions and recommendations

From the evidence available, efforts should be made to arrive at a true and logical conclusion of the basic cause(s) of the accident and from this conclusion, the action(s) considered necessary to prevent a similar occurrence should be arranged and/or recommended.

NOTE *Any article or substance which may be physical evidence must be clearly labelled and safely retained until authorisation for disposal is received from the Health and Safety Advisers.*

Further Information

HSE website to RIDDOR: <http://www.hse.gov.uk/riddor/index.htm>

INDG 453: A brief guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR): <http://www.hse.gov.uk/pubns/indg453.pdf>

RIDDOR ACCIDENTS

Whenever any of the following injuries occur, they must be reported, in writing within ten days to the HSE by completing the appropriate online report form: www.hse.gov.uk/riddor. In an event of type (a) or (b) they must first be notified by the quickest practicable means (under normal circumstances this will be by telephone, but always make a note of the person whom you reported the incident to for future reference).

a) Fatalities

- all deaths to workers and non-workers must be reported if they arise from a work-related accident, including an act of physical violence to a worker. Suicides are not reportable.
- the death of an employee, within one year, as the result of an accident at work or from any reportable condition.

b) Major Injuries to a person at work - any person at work suffering any of the following injuries or conditions as a result of an accident arising out of or in connection with work:

- a fracture, other than to fingers, thumbs and toes;
 - amputation of an arm, hand, finger, thumb, leg, foot or toe;
 - permanent loss of sight or reduction of sight;
 - crush injuries leading to internal organ damage;
 - serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
 - scalpings (separation of skin from the head) which require hospital treatment;
 - unconsciousness caused by head injury or asphyxia;
 - any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours
- **Major Injuries to people not at work** - work-related accidents involving members of the public or people who are not at work (eg a care home resident, school pupil, or a customer in a Leisure Centre) must be reported if the person is injured, and is taken from the scene of the accident to hospital for treatment to that injury. There is no requirement to establish what hospital treatment was actually provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

c) Over-Seven-Day Injury - this is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident but including non-working days).

Appendix 2

Specified Dangerous Occurrences

Dangerous occurrences are certain, specified 'near-miss' events (incidents with the potential to cause harm.) Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces. For example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- the accidental release of a biological agent likely to cause severe human illness;
- the accidental release or escape of any substance that may cause a serious injury or damage to health;
- an electrical short circuit or overload causing a fire or explosion
- plant or equipment coming into contact with overhead power lines;
- explosions or fires causing work to be stopped for more than 24 hours.

Dangerous occurrences must be reported to the HSE by completing the appropriate online report form (www.hse.gov.uk/riddor) whether or not injury is involved. Should an incident occur contact should be made with the Health and Safety Advisers in Corporate Services. Also the Online IRF must be completed: [Report an Incident](#).

The list of dangerous occurrences is designed to obtain information primarily about incidents with a high potential to cause death or serious injury, but which happen relatively infrequently.

Several types of dangerous occurrence require reporting in circumstances where the incident has the potential to cause injury or death. This assessment does not require any complex analysis, measurement or tests, but rather for a reasonable judgement to be made as to whether the circumstances gave rise to a real, rather than notional, risk. Such judgement allows for prompt reporting, and ensures that valuable information is not lost.

The full list of dangerous occurrences is available in the following link: [Schedule 2 of RIDDOR](#) 

If in doubt contact a member of the Corporate Health & Safety Team in Easthampstead House on 01344 352154 or 352288.

Procedure for Non-Injury Incidents

When there has been a Near-Miss, Damage Incident or a Dangerous Occurrence the following action should be taken:

	ACTION	BY WHOM
1.	Verbally report the incident to the supervisory officer/manager without delay	Employee involved in or observing the incident
2.	Receive the verbal report and ensure that no immediate danger to persons, plant or buildings exist as a result of the incident.	Supervisory officer/manager
3.	In the event of a dangerous occurrence (see Appendix 2) inform: <ul style="list-style-type: none"> • appropriate Director by telephone; • the Corporate Health & Safety Adviser by telephone; • the HSE by completing the appropriate online report form: www.hse.gov.uk/riddor. • Departmental/establishment Safety Representative. 	Supervisory officer/manager In the case of educational establishment via the head of establishment/nominated person
4.	Carry out an on-the-spot investigation.	Supervisory officer/manager/head of establishment
5.	Clearly label and safely store any article or substance, which may be physical evidence and inform the Corporate Health and Safety Advisers of its existence and location.	Supervisory officer/manager/head of establishment
6.	Arrange urgent remedial work (permanent or temporary) found to be necessary by the investigation.	Supervisory officer/manager/head of establishment
7.	Check accident/investigation report, agree remedial action, and initiate any further action.	Director/governing body of educational establishment
8.	Obtain and send details of remedial work (including costs) to the Corporate Health and Safety Adviser when significant damage to plant machinery, equipment or buildings is involved.	Director/head of establishment
9.	Check implications in respect of similar plant, machinery etc. and inform appropriate Directors/heads of establishments.	Corporate Health and Safety Adviser
10.	Arrange for any necessary further investigation.	Corporate Health and Safety Adviser

Accident Procedure for Injury Accidents

When an Injury Accident occurs the following action should be taken:

	ACTION	BY WHOM
1.	Verbally report accident to first aider/appointed person and obtain treatment as necessary.	Injured person or someone acting on his/her behalf
2.	If necessary, arrange suitable transport and send casualty to hospital.	First aider/appointed person
3.	Enter details of incident on the Online IRF: Report an Incident .	Injured person or someone acting on his/her behalf
4.	Verbally report incident to supervisory officer/manager/ head of establishment/nominated person.	Injured person or someone acting on his/her behalf
5.	Receive verbal report and ensure that no immediate danger to persons, plant, or buildings etc exists as a result of the incident.	Supervisory officer/manager/head of establishment
6.	If casualty has been sent to hospital and it appears that he/she is likely to be detained beyond his/her normal finishing time, make arrangements for the casualty's personal belongings etc to be placed in safe keeping and for his/her next-of-kin to be informed.	Supervisory officer/manager/head of establishment
7.	Carry out on-the-spot investigation.	Supervisory officer/manager/head of establishment
8.	Clearly label and safely store any article or substance that may be physical evidence and inform the Corporate Health and Safety Advisers of its existence and location.	Supervisory officer/manager/head of establishment
9.	Arrange urgent remedial work (permanent or temporary) found to be necessary by the investigation.	Supervisory officer/manager/head of establishment
10.	In the event of a specified major injury (see Appendix 1) or where the accident involved a specified dangerous occurrence (see Appendix 2 inform: Appropriate Director officer by telephone. <ul style="list-style-type: none"> • Council Health and Safety Adviser • The HSE by completing the appropriate online report form: www.hse.gov.uk/riddor. • Departmental/establishment Safety Representative. 	Supervisory officer/manager/head of establishment

	ACTION	BY WHOM
11.	Complete Managers Notes on Incident Database, agree remedial action and initiate any further action.	Supervisory officer/manager/head of establishment
12.	Check any implications in respect of similar plant, equipment etc, and inform appropriate Director/head of establishment.	Corporate Health and Safety Adviser
13.	If injured person is unable to perform normal duties, or is absent from work for more than 7 days, even though the injury is not one of those specified, the HSE must be informed by completing the appropriate online report form: www.hse.gov.uk/riddor .	Supervising Officer/Manager In the case of educational establishments, the head of establishment
14.	Arrange any necessary further investigation and prepare report.	Corporate Health and Safety Adviser
15.	When a letter or claim is received in respect of injury or ill health at work alleging negligence on the part of the Council or one of its employees, send it without delay to the Finance Audit & Technical Section, Corporate Services.	Director/head of establishment
16.	Copies of any correspondence sent (internal and external) relating to occupational injury or ill health at work of employees must be sent without delay to the Personnel Section, Corporate Services Department.	Director/head of establishment
17.	When requested, supply copies of statutory documents to appropriate safety representatives.	Director/head of establishment

Accident Procedure for Third Party Accidents

When an accident occurs on any Council premises etc (excluding Council houses and public highways **unless a patrolled school crossing**) and results in injury to persons not in the Council's employ, eg: contractors, school pupils/students, residents of old people's homes/hostels, visitors and members of the public using Council facilities etc, the following action should be taken:

	ACTION	BY WHOM
1.	Verbally report incident to first aider/appointed person where necessary.	Employee who observed incident or received verbal report of incident
2.	If necessary, arrange suitable transport and send casualty to hospital.	First aider/appointed person
3.	Verbally report incident to supervisory officer/building manager/head of establishment/nominated person.	Employee who observed incident or received verbal report of incident
4.	Receive verbal report and ensure that no immediate danger to persons, plant, etc exists as a result of the incident.	Supervisory officer/manager/ head of establishment
5.	If casualty has been sent to hospital and it appears likely that he/she will be detained, arrangements should be made to inform next-of-kin. In the case of Council contractors, his/her employer.	Supervisory officer/manager/ head of establishment
6.	Carry out an on-the-spot investigation.	Supervisory officer/manager/ head of establishment
7.	Clearly label and safely store any article or substance that may be physical evidence and inform Corporate Health and Safety in writing of its existence and location.	Supervisory officer/manager/ head of establishment
8.	Arrange urgent remedial work (temporary or permanent) as indicated by the investigation.	Supervisory officer/manager/ head of establishment
9.	In the event of a specified major injury (see Appendix 1) involving a member of the public or school pupil/student etc taken to hospital arising out of, or in connection with, a Council undertaking, inform: <ul style="list-style-type: none"> • appropriate Director by telephone • the Council Safety Adviser by telephone • the HSE by completing the appropriate online report form: www.hse.gov.uk/riddor. • Departmental/establishment Safety Representative 	Supervisory officer/manager In the case of educational establishments, via the head of establishment/nominated person
10.	Enter details of incident on the Online IRF: Report an Incident . (Schools see: http://schools.bracknell-forest.gov.uk/04-personnel-issues.pdf)	Supervisory officer/manager/ head of establishment

	ACTION	BY WHOM
11.	Check accident report, agree remedial action, and initiate any further necessary action.	Director/governing body of educational establishment
12.	Check any implications in respect of similar plant, etc and inform appropriate Directors/heads of establishments.	Corporate Health and Safety Advisers
13.	Arrange any necessary further investigation.	Corporate Health and Safety Advisers
14.	When a letter of claim is received in respect of injury to a third party, school pupil/student etc. alleging negligence on the part of the council or any of its employees, send it without delay to the Finance Section, Corporate Services Department.	Director/head of establishment
<i>NOTE:</i>	<i>Receipt of the letter should be acknowledged, but care should be taken to ensure that no comment made could, in any way, be construed as an admission of liability.</i>	
15.	Copies of any correspondence sent (internal or external) relating to injury to third parties, school pupils/students, etc must be sent without delay to the Finance Section, Corporate Services Department.	Director/head of establishment

Accident Procedure for Fatal Accidents

Important note The scene of a fatal accident **must not** be disturbed unless to remove casualties and/or avoid imminent danger to persons, nor must any plant, machinery, etc involved be restarted or used until authorisation is received from the HSE and/or the police.

When a fatal accident occurs the following action must be taken:

	ACTION	BY WHOM
1.	Telephone for ambulance giving details of exact location, etc.	Employee who observed the incident or received verbal report of incident
2.	Inform first aider/appointed person.	Employee who observed the incident or received verbal report of incident
3.	Even if death is suspected, efforts should be made to revive casualties until they are received by ambulance crew or death is confirmed by a medical practitioner.	First aider/appointed person/volunteer.
4.	Verbally report incident to supervisory officer/manager/head of establishment.	Employee who observed the incident or received verbal report of incident, or someone acting on his/her behalf
5.	Receive verbal report and ensure that no further immediate danger to persons exists as a result of the incident.	Supervisory officer/manager/head of establishment
6.	Notify by telephone the following: <ul style="list-style-type: none"> • Director/chairman of governing body in the case of educational establishments • The Corporate Health and Safety Adviser • Police 	Supervisory officer/manager/head of establishment
7.	Inform HSE immediately by telephone and complete the appropriate online report form: www.hse.gov.uk/riddor .	Director/head of establishment
8.	Inform appropriate departmental/ establishment safety representative.	Supervisory officer/manager/ head of establishment
9.	Commence investigation by obtaining names, addresses and statements from those that witnessed the incident or were in the near vicinity.	Supervisory officer/manager/ head of establishment
10.	Endeavour to ensure that witnesses are available when police arrive.	Supervisory officer/manager/ head of establishment
11.	Liase with police until Director arrives.	Supervisory officer/manager/ head of establishment
12.	Upon arrival, appraise situation and ensure police have been informed.	Director/head of establishment

	ACTION	BY WHOM
13.	Make arrangements with police to inform victim's next of kin and place any belongings in safe storage.	Director/head of establishment
14.	Inform Chief Executive of the incident.	Director/head of establishment
15.	Liaise with Police and Health and Safety Executive.	Director/head of establishment
16.	Enter details of incident on the Online IRF: Report an Incident .	Supervisory officer/manager/ head of establishment
17.	Upon arrival, ensure that all necessary action has been taken.	Corporate Health and Safety Advisers
18.	Collate information and carry out any necessary further investigation.	Corporate Health and Safety Advisers
19.	Prepare detailed report.	Corporate Health and Safety Advisers
20.	Any correspondence received relating to a fatal injury, including writs, letters from solicitors, trades unions; etc must be sent to the Finance Audit & Technical Section, Corporate Services Department.	Director/head of establishment
21.	Copies of any correspondence sent (internal or external) relating to a fatal injury must be sent to Finance Audit & Technical Section, Corporate Services Department	Director/head of establishment
22.	When requested, supply copies of statutory documents to appropriate departmental/ establishment safety representatives.	Director/head of establishment

Reporting Adult/Children Care Incidents**Accidents Reportable to the Health and Safety Executive**

The main concern regarding Incidents in adults & children's care accommodation is those that are reportable to the Health and Safety Executive (HSE). Certain accidents (including non-consensual physical violence to staff) **arising out of or in connection with work** are reportable to HSE under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. Similar reporting arrangements are required when a dangerous occurrence (see Appendix 2) takes place. References to "reportable" below are to be read as reportable to the HSE. This does not remove the obligation to also notify these accidents using the Online IRF ([Report an Incident](#)) and in accordance with any internal departmental requirements.

Employee Accidents:

This applies to all Council employees (and self-employed persons) whilst at work or on Council-owned premises.

Any accident to an employee resulting in a fatal or major injury* must be reported to the HSE immediately by telephone and completing the appropriate online report form: www.hse.gov.uk/riddor. If the accident does not result in a major injury, but the employee is unable to carry out his/her normal work for more than 7 working days (excluding the day of accident), there is no need to telephone. However, the appropriate online report form: www.hse.gov.uk/riddor must be completed within 10 days of the accident.

Client Accidents - and Any Visitors to Adults or Children's Care Premises Not At Work:

Fatal and major injuries to clients and visitors on Council premises must be reported in the same way as those to employees (see above). Injuries in private accommodation arising from eg: the physical or mental capability of a client or slips and falls are not reportable to the HSE unless they are attributable to:

- the condition of the premises (eg: building defects, potholes, ice, damaged or worn steps, etc), or
- plant or equipment on the premises, or
- lack of proper supervision during an official visit by Council staff.

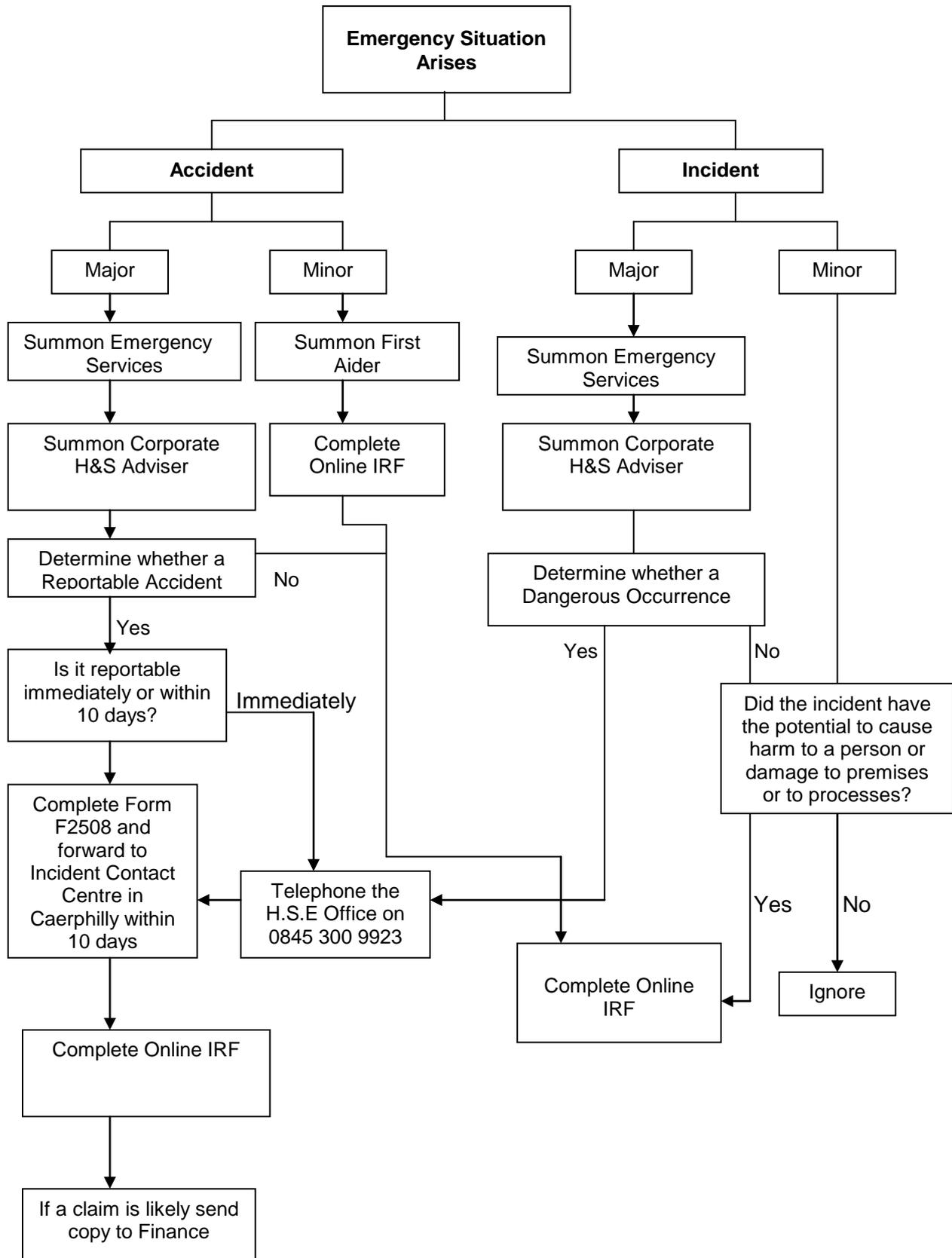
If a visitor to Council premises is injured arising out of or in connection with a work activity or due to the condition of the premises (no matter how minor) and is taken to hospital, the appropriate online report form: www.hse.gov.uk/riddor must be completed within 10 days of the accident.

Accidents Notifiable to the Corporate Health and Safety Advisers

Where accidents to staff clients and visitors etc are reportable to the HSE (see above), the Online IRF ([Report an Incident](#)) must be completed as soon as possible and should include the HSE's Incident Report Number. In addition, all accidents to staff must be notified using the Online IRF. ([Report an Incident](#))

***Please refer to Appendix 1 for Definitions.**

Emergency Procedure





Incident Report Form (IRF 07/18)

Input data into Online Incident Form at: <https://www.reportincident.co.uk/bracknell>
 If for any reason the Online Form is inaccessible send a hard copy (retain original) to: Corporate H&S, 4th Floor, Time Square, RG12 1JD. Certain workplace incidents are reportable under RIDDOR to the HSE. For more information on contact a Health & Safety Adviser: 01344 352000 or go to: <http://www.hse.gov.uk/riddor/index.htm>.

Was a Person Involved in the Incident? Yes / No (Yes will include: a near miss, threatening behaviour, verbal abuse, racial abuse etc.)

Your Details (Person completing this form)?
 Title/First Name/Surname.....Tel No:

Address where the Incident occurred?
 Building: Street: Postcode:
 Where on the premises did the incident occurred? (E.g. stairs, playground, etc.):

The Incident
 Date of Incident..... Time of Incident:

Incident Type? (tick box):

Slip/Trip/Fall	<input type="checkbox"/>	Contact with Machinery	<input type="checkbox"/>	Exposure: fire	<input type="checkbox"/>
Fall From Height	<input type="checkbox"/>	Contact with Electricity	<input type="checkbox"/>	Exposure: explosion	<input type="checkbox"/>
Handling / Lifting	<input type="checkbox"/>	Struck by vehicle	<input type="checkbox"/>	Verbal Abuse	<input type="checkbox"/>
Trapped by Object	<input type="checkbox"/>	Exposure Hot Surface	<input type="checkbox"/>	Racial Incident	<input type="checkbox"/>
Struck against fixed	<input type="checkbox"/>	Contact Harmful Substance	<input type="checkbox"/>	Sexual Harassment	<input type="checkbox"/>
Struck by Object	<input type="checkbox"/>	Physical Violence	<input type="checkbox"/>	Medical issue/ill-health	<input type="checkbox"/>
Drowning	<input type="checkbox"/>	Road Traffic Collision	<input type="checkbox"/>	Near Miss	<input type="checkbox"/>
Injured by Animal	<input type="checkbox"/>	Fall on stairs	<input type="checkbox"/>	Other	<input type="checkbox"/>
Finger Traps	<input type="checkbox"/>	Self Harm	<input type="checkbox"/>		

Describe what happened?

If the incident involved a person circle as appropriate:

Employee	Pupil (Schools Only)	Member of Public	Contractor
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Was there an injury? (includes verbal abuse and a near miss) Yes/No

Injuries? (tick box):

Aches/Pains	<input type="checkbox"/>	Bruises	<input type="checkbox"/>	Cuts	<input type="checkbox"/>	Fracture	<input type="checkbox"/>	Spinal Injury	<input type="checkbox"/>
Amputation	<input type="checkbox"/>	Burns/Scalds	<input type="checkbox"/>	Dislocation	<input type="checkbox"/>	Head Injury	<input type="checkbox"/>	Sprain/Strain	<input type="checkbox"/>
Asphyxiation	<input type="checkbox"/>	Crushed	<input type="checkbox"/>	Electric Shock	<input type="checkbox"/>	Nausea	<input type="checkbox"/>	Unconscious	<input type="checkbox"/>
Back Injury	<input type="checkbox"/>	Chest Pains	<input type="checkbox"/>	Eye Injury	<input type="checkbox"/>	Poisoning	<input type="checkbox"/>	No Injury	<input type="checkbox"/>

Body part(circle as appropriate):
 Ankle / Arm / Back / Ear / Elbow / Eye / Finger / Foot / Hand / Head / Hip / Knee / Leg / Neck / Shoulder/
 Trunk / wrist / Other

Severity of Injury? (circle as appropriate)

Minor injury / Major injury / Fatality / Taken to Hospital / Dangerous Occurrence / Other Incident

Has the Incident been Reported to the HSE? Yes / No

Did the Person? (tick relevant boxes):

Go to Hospital

Go home

Receive First Aid

Go for treatment elsewhere

Remain at work/school

None of above

If yes who administered First Aid?

What treatment was given.....

If referred to Hospital by what means(circle as appropriate):

Ambulance / Member of staff's car / Made own way / Taxi / Other

Time off Work (Employees Only):

Number of days off work were:

Details of the Person Involved:

Forename & Surname.....Address.....

.....Town.....Post Code.....Tel No

Gender: Male / Female

Age:

If a minor has the parent/guardian been informed Yes/No.

Was there any property damage? Yes / No

Description of item damaged:

How did the damage occur?

Have repairs been carried out Yes/No Have repairs been ordered Yes/No By whom.....

If no why not

Were there any witnesses? Yes / No

Name:
.....

Name:
.....

Address:
.....

Address:
.....

Tel No:

Tel No:

Remedial action taken by Headteacher / Manager to prevent reoccurrence?

Manager Please Print Name:.....

Vehicle / Plant Accident Report Form

To be completed by the Driver/Operator in respect of every accident involving Bracknell Forest Borough Council Vehicle or Plant. This form must be completed and handed to the Fleet Manager as soon as practicable after the accident and passed to the Borough Treasurer within 3 days of the accident occurring.



Part A – Vehicle user to complete

Driver
Name: Date of birth:
Address:
Is the driver employed by the Council? YES / NO Post Title / Occupation:
Purpose of the journey:
Was the driver authorised? YES / NO Type of licence: time held years
Vehicle Registration No: Vehicle make and model:
Damage to Council vehicle:
Any convictions for motoring offences? Any charges pending?
If so, state details and dates:

Accident
Date: Time: am/pm Place
Weather conditions: Speed limit:
Speed of your vehicle before the accident: Speed of your vehicle at the moment of impact:
What lights were showing? Was any warning given?
State fully what happened (please give detailed sketch overleaf)

Supervisor's comments:

Police
Were the police informed? Did they attend? Are proceedings pending?
If so, against whom?
Give name and number of officer attending and address of station:
.....

Property Damage / Injured Persons(if passengers, please state in which vehicle)
Property damage: Owner's name:
Address:
Description of property: Extent of damage:
Injured persons: state name and address (whether driver, pedestrian, etc), full details of injury, medical attention required, name of hospital. (Also complete Online IRF)

Other Vehicles Involved
 Name and address of driver and the owner:

 Vehicle Registration No: Vehicle Make and Model:.....
 Insurer's name and address:
 Policy / Certificate No:
 Apparent damage:

Witnesses Please state whether independent or passengers in your vehicle:
 Name and address:
 Name and address:

Plan of Accident: Draw sketch, including vehicles, direction of travel, road markings and dimensions

I declare that the above answers are true and correct
 Signature of the driver: Date:

Part B – Fleet Manager to complete

Vehicle / Plant Registration No: Fleet Code No:
 Vehicle make: and model:
 Accident Report No:
Own damage
 Description of damage:

 Location for inspection/repair:
 Approximate cost of repair: (please attach estimate where available)
 Uninsured loss recovery:

VehAcc/CD/sp/DAR/(April 96)