



New Forest
DISTRICT COUNCIL

**Accident and Incidents
Reporting, and
Investigations Policy**

DOCUMENT HISTORY	
Name of Policy:	Accident and Incidents Reporting and Investigations Policy
Purpose of Policy:	This policy and subsequent arrangements outline the necessary reporting procedure, the information required in accidents, incidents (near misses) and occupational disease(s) reporting. It details the support available for a priority-based investigation of accidents, incidents and occupational illnesses and diseases. The legal duties to investigate accidents, near misses and occupational diseases are laid down in the Management of Health and Safety at Work Regulations 1999, and the Health and Safety at Work, etc. Act 1974. The reporting of certain accidents, dangerous occurrences and occupational diseases to the Health and Safety Executive (HSE) are detailed in the Reporting of Injuries, Diseases, and Dangerous Occurrence Regulations 2013.
Policy Applies to:	<p>This policy applies to all New Forest District Council employees including any individual undertaking work for the Council on a voluntary basis or those employed on work experience.</p> <p>This Policy also applies to contractors and agency staff working on any Council premises and any member of public involved in an accident or incident whilst on Council premises or as a direct result of the Council's work activities.</p>
Review frequency:	2 years
Latest Update:	February 2022
Update Overview:	February 2022: Revised policy reflecting organisational changes, the Leisure Centre transfer to Freedom Leisure, and the updated accident, incident and near miss reporting forms.

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SECTION 1: INTRODUCTION, AIMS & OBJECTIVES

1.1 Introduction

As a responsible employer New Forest District Council plans to reduce accidents and ill health at work to as low a level as reasonably practicable. In order to do that we must have a robust reporting procedure in place across the organisation. Having suitable and sufficient health and safety arrangements in place is seen as everyday good management practice.

This Policy has been endorsed by the Executive Management Team, and sets out the arrangements for reporting incidents and undertaking a health and safety investigation, and details the criteria for when a full investigation is required.

1.2. Aims and Objectives

The simple rule is that we want all employees to return home fit and healthy. Unfortunately on occasions an incident will happen to an employee and it is important for an investigation to be undertaken to allow lessons to be learnt, and to ensure that additional control measures are put in place (where necessary) to stop a reoccurrence.

1.3 Why do we investigate accidents and near misses?

It's important to reduce accident and occupational ill health to as low a level as reasonably practicable, and in order to do this we must learn lessons from previous accidents, incidents and near misses. The fact that an adverse event has occurred suggests that the existing risk control measures may be inadequate, so we must use these incidents as a learning opportunity so that remedial actions can be identified.

At its most simple the **objective** of an investigation can be:-

- To establish the causes of the accident/ incident;
- To identify any weaknesses in the arrangements for managing health and safety;
- To identify any corrective action(s);
- To reduce the likelihood of a recurrence;
- Not to blame any individual or group of individuals, but to work co-operatively to ensure a positive outcome and learn lessons.

An effective investigation requires a methodical, structured approach to information gathering, collation and analysis. The findings of the investigation may form the basis of an action plan to prevent the accident or incident from happening again and for improving our overall management of risk (see form at Appendix 6). It is likely that findings will identify areas of local risk assessments that need to be reviewed, or where improvements to communication, or training and instruction is required. Therefore it is important New Forest District Council has a systematic approach to determining why an accident or incident has occurred, and the steps needed to be taken to make sure a similar incident does not happen again.

SECTION 2: SCOPE

2.1 What areas does this Policy cover?

This Policy applies to all Services and workplaces of New Forest District Council, and is therefore relevant to all managers and staff, including agency workers. In order to demonstrate a positive safety culture managers must know the procedure for accident, incident and near miss reporting.

The Management of Health and Safety at Work Regulations 1999, regulation 5 (Health and Safety arrangements), requires that employers are to plan, organise, control, monitor and review the preventive and protective measures of our safety management system. The Review element guidance in the HSE Approved Code of Practice details that “establishing priorities for necessary remedial action that were discovered as a result of monitoring” is a critical part of having a robust safety culture. This duty requires us to review all relevant accidents, incidents and near misses across the Council, so that we can continuously look to improve our risk management practices.

The **managers and supervisors** across the different Services of the Council are a major part of this policy, as they are required to ensure that staff are aware of the need to report incidents, as well as ensuring staff follow safety procedures, site rules, and the controls identified in the risk assessment process. In addition to this they are required to gather information on the incident for the report form, and to assist with the investigation into the incident.

2.2 How to report Accidents, Incidents and Near Misses

There are three forms held on the Council's ForestNet pages (Templates and Forms), which are detailed in the appendix: Employee/ Contractor injury report form; Member of the public accident/ incident report form; Near miss report form. Completing the forms should in most cases be self-explanatory, but further guidance can be sought from the Corporate Health and Safety Team.

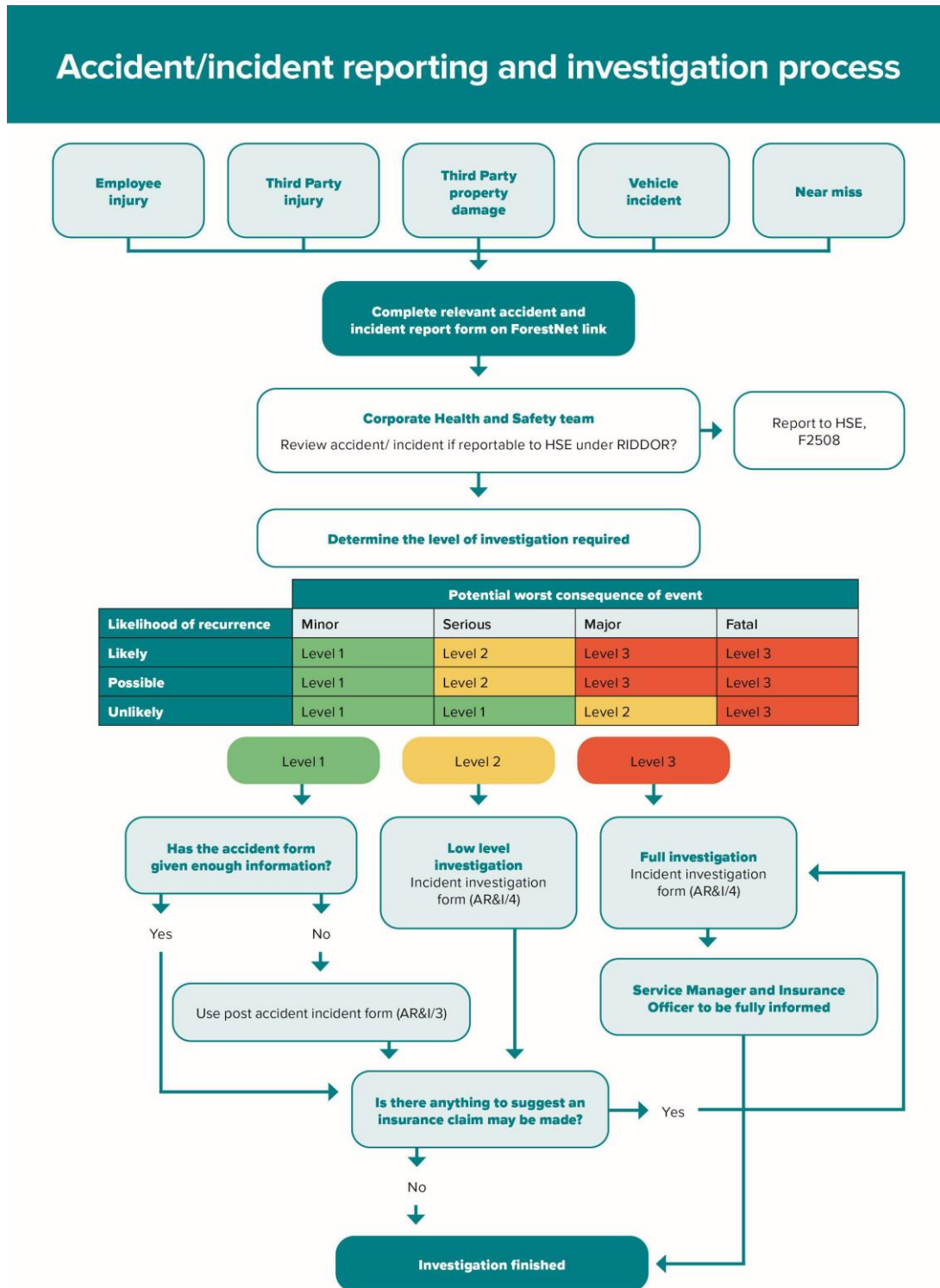
2.3 Why report near misses?

Near misses are a less obvious event as nobody will have been injured, however, near misses should not be ignored or treated lightly as they can provide valuable insight into how well health and safety is being managed within the workplace.

There is no specific legal requirement to record near misses, but the Council has a duty to protect its employees and non-employees from its work activities and by understanding near misses helps us to identify risks which require the controls to be reviewed. Recording near misses in a systematic way allows us to see if there are any patterns in when and how things go wrong, and can often identify where proactive additional measures are needed.

For those who drive commercial vehicles on behalf of the Council quick reporting cards (bump cards) are provided, which allow simple facts to be recorded which can then be passed onto a supervisor/ manager for them to complete the relevant e-form on ForestNet.

Diagram 1. Accident/ Incident Reporting and Investigation Process



SECTION 3: DEFINITIONS

Term	Definition
Accident	An unplanned event that results in injury or ill-health.
Safe System of Work (SSoW)	This is a formal procedure based on a systematic examination of the identified work processes, in order to identify the hazard(s) and putting control measures in place to reduce the risk. Often used in maintenance and repair settings. Some residual risk may remain which is controlled through training and supervision.
Risk Assessment	Organisations have a legal duty to assess the health and safety risks to employees and non-employees, which arise from its undertakings. A risk assessment is a systematic process for looking at the hazard, likelihood of it being realised and the overall risk with control measures in place. It should be reviewed regularly, usually annually.
Near Miss	Where an incident has occurred at work where no-one is injured, but under different circumstances there would have been an injury, e.g. <i>item falling from roof height which could have injured someone; pedestrian(s) close to a reversing vehicle.</i>
F2508/A form	The prescribed HSE form used to report an accident, dangerous occurrence or occupational disease under RIDDOR 2013.
Dangerous Occurrence	The list of dangerous occurrences in Schedule 2 of the RIDDOR Regulations is designed to obtain information primarily about incidents with a high potential to cause death or serious injury, but which happen relatively infrequently. They include: <i>failure of lifting equipment; an explosion or fire caused by an electrical short circuit.</i>
Human Factors	The design of plant and equipment can have a large impact on human performance. Designing tasks, equipment and workstations to suit the user can reduce human error, accidents and ill-health. Failure to observe ergonomic principles can have serious consequences. Effective use of ergonomics will make work safer, healthier and more productive.
Notifiable Disease	Detailed in paragraph 2 of Part 1 of Schedule 1 of RIDDOR 2013, and includes: <i>Hand Arm Vibration syndrome (HAVs); occupational dermatitis.</i>
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013. Legislation which places a duty on employers to report certain occupational accidents, injuries, dangerous occurrences and diseases, e.g. <i>7 day injury</i> . Reporting is to be undertaken by the Responsible Person. Reportable incidents include injuries to non-employees which results in them being taken directly to hospital for treatment.
Contractor Incident Notification Protocol	In accordance with the Corporate Control of Contractors Policy, breaches in health and safety legislation and safety standards must not be ignored. The <i>Contractor Incident Notification Protocol</i> has been implemented so should breaches in legislation occur, e.g. Construction Design Management Regulations 2015, or poor health and safety practices be observed during a site inspection, then these can be feedback to other N.F.D.C. teams.
Warning Marker Register	The WMR holds details of individual where they have been violent or aggressive to N.F.D.C. employees, or where other agencies e.g. Probation have warned N.F.D.C. of the behaviour of individuals that staff may come into contact with. Managers whose staff undertake lone visits to households should ensure these staff have access to the Register on ForestNet.
Violence and Aggression	Acts of verbal abuse, aggression and violence are unacceptable to N.F.D.C. employees, and all incidents should be recorded and reported. Use the Near Miss form on the ForestNet site.

SECTION 4: ROLES AND RESPONSIBILITIES

4.1 Executive Management Team:

- Has overall responsibility for ensuring New Forest District Council meets its duties under the Health and Safety at Work, etc Act 1974, and other relevant safety regulations;
- Ensures that New Forest District Council has competent health and safety advice available to ensure health and safety risks are managed across the organisation.

4.2 Senior Managers must:

- Ensure that health and safety policies and procedures are adhered to within their Service;
- Ensure that staff are aware of the need to report accidents, incidents, near misses and occupational disease's;
- Ensure all employees under their control have sufficient training, experience, knowledge and skill to undertake their role competently and safely;
- Lead by example on all health and safety matters and encourage a positive safety culture ensuring good communication channels throughout the workforce.

4.3 Managers and Supervisor must:

- Ensure staff complete the relevant health and safety e-learning courses, and refreshers;
- Ensure staff are aware of relevant risk assessments, safe system of works, method statements and standard operating procedures;
- At all times ensure work is being undertaken safely in line with local standard operating procedures (our safety arrangements), and that relevant work practices have been risk assessed and have methods statements are in place (where necessary) which have identified controls;
- Ensure accidents, incidents, near misses and occupational diseases are recorded and reported through to the Corporate Health and Safety Team;
- Gather information on incidents: witnesses; equipment used; details of third parties; site conditions at the time of the incident. And support the Corporate Health and Safety team in undertaking accident investigations.

4.4 Corporate Health and Safety Team must:

- Ensure all accident, incidents, near misses and occupational diseases reported are reviewed quickly to assess the appropriate actions to take;
- Investigate accidents, incidents, near misses and occupational diseases in line with the incident investigation process, in consultation with the relevant supervisor, manager and service manager;
- Liaise with enforcement bodies on behalf of New Forest District Council, e.g. the Health and Safety Executive;
- Ensure all accidents, incidents and occupational disease's, which meet the criteria set out in RIDDOR 2013, are reported promptly to HSE, e.g. by 14 days, or earlier.

4.5 Employees must:

- Report accidents, incidents and near misses in the workplace to management.

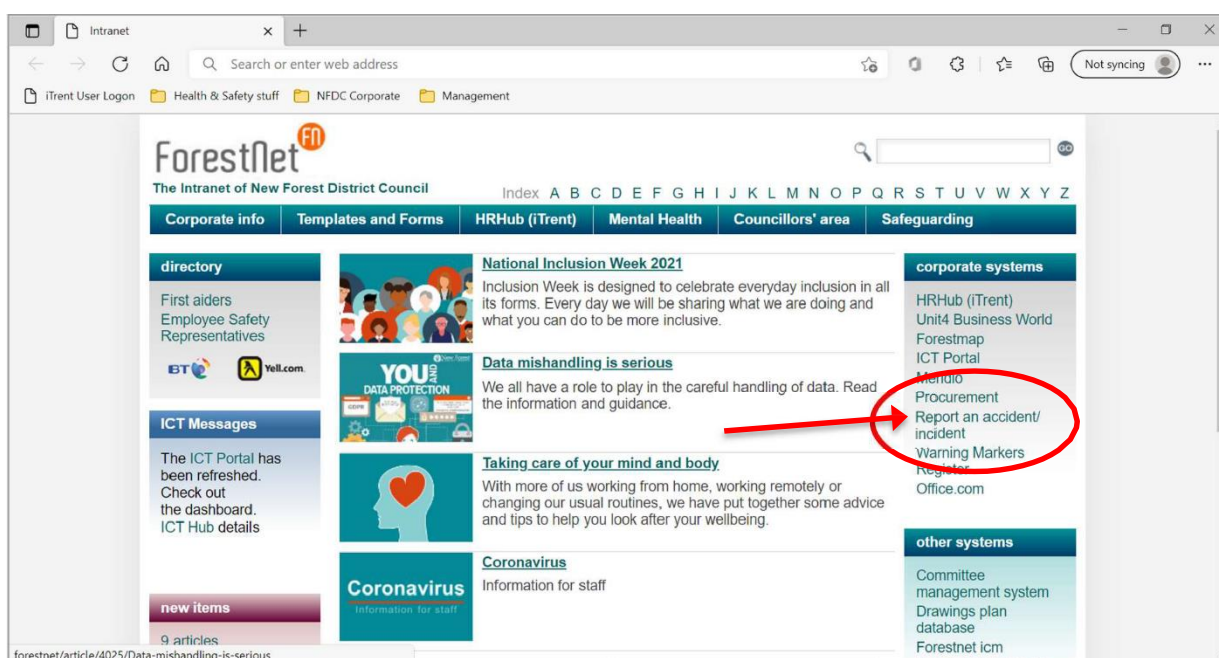
SECTION 5: ARRANGEMENTS, REPORTING INCIDENTS

5.1 Accident/ Incident Reporting

Employees must report all accidents, incidents, near misses, and cases of exposure to occupational disease, even those that do not cause injury/ time off work. Such reporting can quickly identify problem areas and allow corrective action to be taken before an injury, or another incident occurs.

Line managers must report all such incidents to the Corporate Health and Safety Team as soon as possible, or immediately in respect of a death, major injury or reportable dangerous occurrence. All accidents and incidents should be reported on the Council's template Accident and Incident Report forms, ideally using the online e-form found on ForestNet (see below) .

ForestNet report form link on front page under Corporate Systems.



Hard copy forms: If the accident/ incident is to be completed on a hard copy form write CLEARLY in **black** ink using CAPITALS, as this will usually make it much easier to read by internal staff and external 3rd parties (Insurers). The form should be signed by the employee and supervisor or line manager as soon as possible after the incident. If you have any queries please ask your Manager or a member of the Corporate Health & Safety Team.

The original form must be sent or scanned to the Health & Safety Team (email: healthandsafety@newforest.gov.uk) as soon as possible as the information is downloaded onto a database along with employee absences following accidents or incidents.

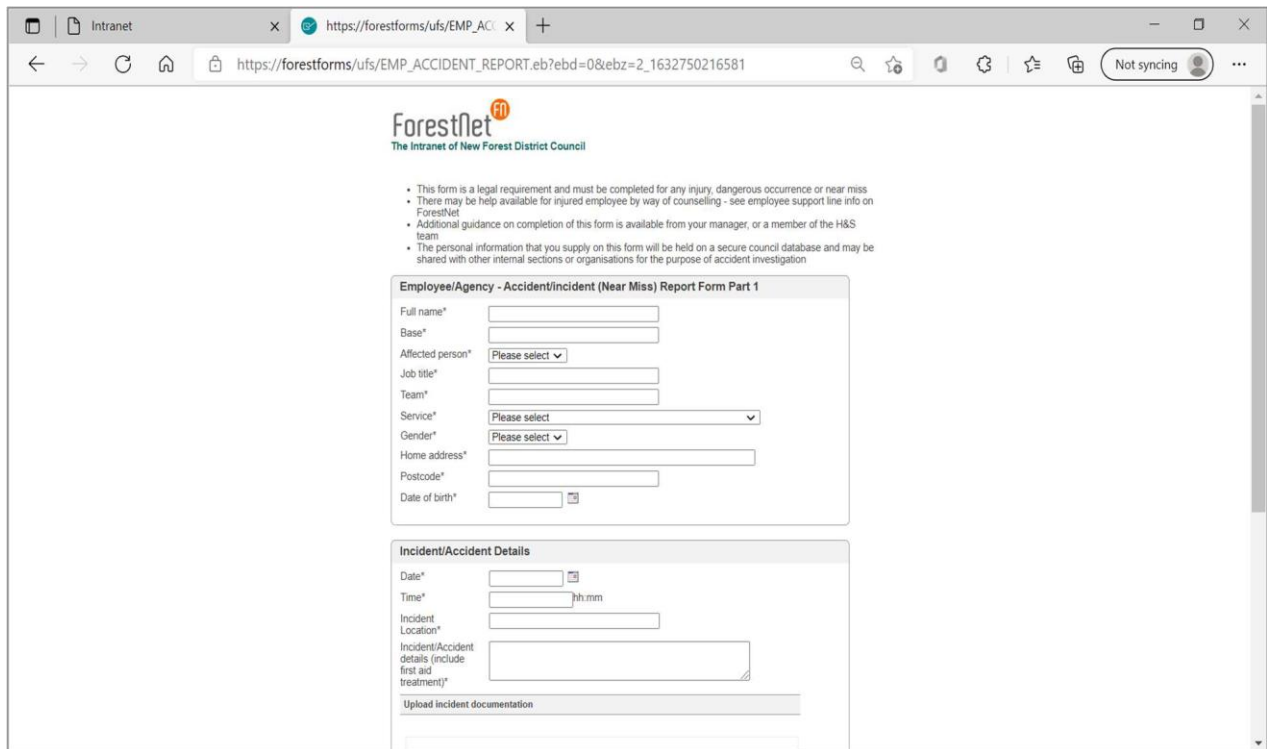
The accident and incident report forms may be available on noticeboards and can be printed off from the **Templates and Forms** page of ForestNet. *The accident and*

incident report e-form is the preferred method of reporting an accident or incident and can be completed online through ForestNet.

Employee/ Agency accident/ incident report form is available on the link below:

https://forestforms/ufs/EMP_ACCIDENT_REPORT.eb?ebd=0&ebz=2_1637746273368

Screen shot below of the e-form which once submitted will be received by the Corporate H&S Team.



The screenshot shows a web browser window displaying the ForestNet intranet. The page title is "ForestNet The Intranet of New Forest District Council". Below the header, there is a list of bullet points providing information about the form's legal requirements and data handling. The main content area is titled "Employee/Agency - Accident/Incident (Near Miss) Report Form Part 1". It contains two sections: "Employee/Agency - Accident/Incident (Near Miss) Report Form Part 1" and "Incident/Accident Details". The first section includes fields for Full name*, Base*, Affected person* (a dropdown menu), Job title*, Team*, Service* (a dropdown menu), Gender* (a dropdown menu), Home address*, Postcode*, and Date of birth*. The second section includes fields for Date*, Time* (with a time picker), Incident Location*, Incident/Accident details (include first aid treatment)*, and Upload incident documentation.

Part 1 of the e-form is to be completed by the employee/ supervisor, once this e-form is submitted a copy is then sent to their line manager who will complete part 2, including any follow up actions or investigations.

Once both parts of the e-form have been completed this is then sent to the Corporate H&S Team as a PDF and is handled in the same way as a normal form. If more information is required by the Health and Safety Team, the Supervisor/Manager may be asked to interview the employee again, or other employees to gain a better understanding of the incident. The **post-accident interview form (AIIR3)**, see appendix 5, can assist in prompting questions.

The health and safety adviser will decide whether an in-depth **Level 3** investigation is required, and will ensure that reportable accidents (under RIDDOR 2013) are notified to the Health and Safety Executive within the required time limit (dependent on the type of incident).

SECTION 6: ARRANGEMENTS, THE INVESTIGATION

6.1 Which accidents/ incidents will be investigated?

It is not necessary to investigate all reported incidents, the necessary management actions for some will be obvious and simple to introduce. It is the more serious and complicated incidents which will require a full investigation. However, it is essential that the management and workforce are involved/ informed on investigation progress.

It has been found that where there is full co-operation and consultation with employee and union safety representatives, research has shown that the number of incidents is likely to reduce. The Diagram 1 Accident/ Incident Reporting and Investigation Process (page 6) details the decision making process, as to how it is decided which incidents require a full investigation (level 3). Level 2 is for lower-level investigations.

6.2 When should an investigation start?

The urgency of an investigation will depend on the magnitude and immediacy of the risk involved, but in general the investigation will usually start by the local manager or supervisor, as they will be the first on the scene, or first to be informed. Once the details of the incident has been received by the Corporate Health and Safety Team they will take charge of the investigation if it meets the full investigation (level 3) criteria, see Diagram 1.

6.3 What makes a good investigation?

It is only by carrying out competent health and safety investigations that the root causes will be identified, which will allow lessons to be learnt. Investigations should be conducted with accident prevention in mind, not to place blame. Attempting to apportion blame during an investigation will be counter-productive, and is likely to result in individuals becoming defensive and uncooperative.

Information Gathering: It is important to have meaningful conversations with those involved in order to gain as much information as possible. A good framework to use when speaking to colleagues, and members of the public, in order to gain as much useful information as possible is to use the **PEEPO** categories for questions: People; Environment; Equipment; Procedures/ documentation; & Organisation. The questions asked for each category need to be open ones, as yes or no answers will often provide little value. The Corporate Health & Safety Team will make notes/ records of the people they speak to, and the information received as part of the investigation. This will assist when completing the Accident/ Incident Investigation Form (AIIR4).

6.4 Conclusions and Corrective Actions

Once the incident investigation report is completed it should be circulated to the relevant manager(s), supervisor(s), and safety representative (where involved). This will give those with a responsibility to carry out corrective actions with an opportunity to ask the investigator further questions, and get clarification on the conclusions. Further evidence may need to be provided from the investigator. It is of paramount important for the Corrective Actions to be high quality, and one way to support this outcome is to have **SMART objectives** (Specific, Measurable, Agreed, Realistic, and Time-bound).

SECTION 7: LIAISING WITH THIRD PARTIES

The more serious workplace incidents are required to be reported under RIDDOR 2013 to the HSE via the online F2508/A e-form. As the Responsible Persons this statutory reporting will be undertaken by members of the Corporate Health and Safety Team.

An HSE representative may contact New Forest District Council seeking further information to support the information on the F2508 submission, and this would be responded to by the Corporate Health and Safety Team, usually the adviser who completed the form. It may be the case that by assuring the HSE representative that a full internal investigation is being undertaken by a competent person, that this could persuade them a visit from a Health and Safety Inspector is not required.

Where a serious incident has resulted in the HSE asking for an interview under caution with an employee of New Forest District Council, the Corporate Health and Safety Team will provide assistance along with colleagues in the Legal Service.

Insurers

For some of the incidents which are reported, where the outcome of the incident has resulted in property damage, harm or injury to an employee or non-employee, there will be interest from the insurers of New Forest District Council.

The council will not always be liable to compensate. Often events occur which are not due to any negligence. There is no automatic right to compensation and the majority of claims are not paid. Negligence has to be established against the council for any claim to succeed and it is suggested claimants seek legal advice.

As per reporting incidents as listed in this policy, insurer's require the below as a minimum:

- Full name and address
- Exact date and time of the incident
- Exact location (photographs and or sketch map will assist)
- Brief summary of the circumstances
- The reason why you think the council is at fault for the accident.

SECTION 8: PERFORMANCE MANAGEMENT & INCIDENT STATISTICS

In order to have a positive health and safety culture it is important to be open and transparent with the accidents and incidents which occur, and the internal investigations undertaken. It is good management practice to regularly look at the performance of the health and safety management within the organisation.

Quarterly health and safety reports are taken to **Executive Management Team** which includes a breakdown of all reported incidents, and compares the numbers from one quarter to another to demonstrate the current and long-term trends. In addition the incidents which were reported under RIDDOR 2013 are highlighted, as are the priority investigations undertaken by the Corporate Health & Safety Team. This allows senior managers to have an overview of health and safety incidents, and the responsive work undertaken internally, as well as challenge the conclusions and recommendations. Also the recommended actions/ corrective actions can be reviewed, which are detailed following the conclusions of the investigation, which can also be progressed or monitored by the Executive Heads.

The same numerical information on the incidents recorded in the quarter is presented at the staff consultation **Safety Panels**, which allows transparency for the workforce. In some incidents the local Safety Representative may assist with the investigation. The conclusions and recommendations from the investigation will be detailed, and these may in turn be recorded in the Action Table for the Safety Panel. This will allow outcomes and follow-up actions to be monitored, ensuring a robust process is in place.

Appendix

- i. Table 1: Accident/ Incident Investigation Criteria;
- ii. Table 2: Root Cause checklist;
- iii. RIDDOR 2013 Reportable Incidents;
- iv. Reporting forms: Employee/ contractor Incident Investigation Form; Member of the Public accident/ incident form; Employee/ Contractor near miss form;
- v. Post accident interview form (AIIIR3);
- vi. Health and Safety Team Investigation form template (AIIIR4);
- vii. Retention of Investigation Documents;

Table 1: Accident/ Incident Investigation Criteria.

Type of Incident	Investigation & type	Reasons for non-investigation
<p>Fatality</p> <p>Investigate all fatalities unless excluded.</p>	<p>Yes</p> <p>Level 3</p>	<ul style="list-style-type: none"> • Death from adult trespass (unless management failure indicated); • Death from natural causes; • Suicide; • Road traffic incidents.
<p>Major injury</p> <p>Major injuries to all persons, incl non-employees, irrespective of cause:</p> <ul style="list-style-type: none"> • All amputations of digits past the first joint; • Amputation of hand/arm/foot/leg; • Serious multiple fractures (more than one bone); • Crush injuries leading to internal organ damage; • Head injuries involving loss of consciousness; • Burns and scalds greater than 10% of the body surface; • Permanent blinding in one or both eyes; • Any degree of scalping; • Asphyxiations. 	<p>Yes</p> <p>Level 3</p>	<ul style="list-style-type: none"> • Injury from adult trespass (unless management failure indicated); • Injury from natural causes; • Attempted suicide; • Road traffic incidents.
<p>Other RIDDOR defined major injuries</p> <p>All incidents which result in a RIDDOR defined major injury in the following categories:</p> <ul style="list-style-type: none"> • Workplace transport incidents; • Electrical incidents; • Falls from height greater than 2m; • Any incident which arose out of working in a confined space. 	<p>Yes</p> <p>Level 3</p>	<ul style="list-style-type: none"> • Injury from adult trespass (unless management failure indicated); • Injury from natural causes; • Attempted suicide; • Road traffic incidents.
<p>Diseases</p> <p>All RIDDOR reportable diseases.</p>	<p>Yes</p> <p>Level 3</p>	<ul style="list-style-type: none"> • Circumstances already investigated.

All incidents which result in day absences from work		
<p>Matter of public concern</p> <p>All incidents likely to give rise to serious public concern. This reflects views of the public at large, not just those of individuals, e.g. injured party. Consideration should be given to incidents involving:</p> <ul style="list-style-type: none"> • Children; • Vulnerable adults; • Multiple casualties where the outcome or potential outcome or breach is serious; • Matter of imminent risk; • Poor history of duty holder. 	<p>Yes</p> <p>Level 2</p>	<ul style="list-style-type: none"> • Matter not of public concern • Circumstances do not warrant investigation • Injury from adult trespass (unless management failure indicated) • Injury from natural causes unrelated to work activity • Attempted suicide • Road traffic incidents • Good history of duty holder • Matter already investigated
<p>Serious breach of H&S Law</p> <p>Breach would normally result in formal action</p>	<p>Yes</p> <p>Level 2</p>	<ul style="list-style-type: none"> • No breach of H&S law; • Breach would not normally result in formal action.
<p>Discretionary investigation</p> <ul style="list-style-type: none"> • Involving new activity or new equipment; • Suspicious circumstances; • Training of Health and Safety Advisor; • Incident which concerns an Executive Director. 	<p>Yes</p> <p>Level 2</p>	<ul style="list-style-type: none"> • Case has not been selected for discretionary investigation
<p>Minor/non-serious incidents</p>	<p>Yes</p> <p>Level 1</p>	<ul style="list-style-type: none"> • Not investigated due to minor nature of incident • Non-reportable incident/accident • Incident would not be selected on above listed criteria
General disqualifying criteria		
<ul style="list-style-type: none"> • Inadequate resources due to other priorities which have been directed by EMT; • Impracticability of investigation e.g. unavailability of witnesses, or evidence or disproportionate effort would be required; • No reasonably practicable precautions available; • Matter already investigated. 		

Table 2: Cause(s) of an accident: circle issues which apply to incident being investigated.

Unsafe Act	Unsafe Condition
<p>Improper use of equipment</p> <p>Using faulty/ defective equipment</p> <p>Removing safety devices or making them inoperative.</p> <p>Under the influence of alcohol and/or drugs.</p> <p>Failure to wear personal protective equipment (PPE).</p> <p>Horseplay.</p> <p>Incorrect lifting techniques.</p> <p>Incorrect loading/ stacking (management).</p> <p>Operation of equipment without authority</p> <p>Other: <i>please detail.</i></p>	<p>Poor housekeeping.</p> <p>Sharps (glass & needles, etc).Insufficient guards/ barriers.</p> <p>Defective tools, equipment or materials.</p> <p>Insufficient or improper protective equipment.Insufficient lighting.</p> <p>Insufficient ventilation.</p> <p>Exposure to excessive noise.</p> <p>Insufficient/ incorrect warning sign.Animal bite.</p> <p>Other: <i>please detail.</i></p>
Worker assessment/ training	Lack of support
<p>Physical incapacity</p> <p>Mental incapacity.</p> <p>Lack of knowledge (training out of date?).</p> <p>Lack of skill (inadequate training).</p> <p>Stress (excessive pressures, etc).</p> <p>Improper motivation.</p> <p>Distraction.</p> <p>Attitude.</p> <p>Motivation.</p> <p>Over confident.</p>	<p>Inadequate leadership/ supervision.Inadequate engineering.</p> <p>Inadequate purchasing.</p> <p>Inadequate maintenance.</p> <p>Inadequate tools/ equipment.Inadequate materials.</p> <p>Inadequate work standards/ procedures.Inadequate training.</p> <p>Inadequate monitoring.</p>

Appendix 3. RIDDOR 2013 Reportable incident.

Only 'responsible persons' should submit reports under RIDDOR, at New Forest District Council this is a member of the Corporate Health & Safety Team.

Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- fractures, *other than to fingers, thumbs and toes*;
- amputations;
- any injury likely to lead to permanent loss of sight or reduction in sight;
- any crush injury to the head or torso causing damage to the brain or internal organs;
- serious burns (including scalding) which:
 - covers more than 10% of the body;
 - causes significant damage to the eyes, respiratory system or other vital organs.
- any scalping requiring hospital treatment;
- any loss of consciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness;
 - requires resuscitation or admittance to hospital for more than 24 hours.

Further guidance should be sought from a member of the Corporate Health and Safety Team, healthandsafety@nfdc.gov.uk or there is further guidance on [specified injuries](#) at the HSE website.

Over-seven-day incapacitation of a worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Over-three-day incapacitation

Accidents must be recorded, ***but not reported where they result in a*** worker being incapacitated **for more than three consecutive days**. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

Non fatal accidents to non-workers (e.g. members of the public)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

Occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include:-

- carpal tunnel syndrome;

- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Further guidance on [occupational diseases](#) is available.

Dangerous occurrences

Dangerous occurrences are certain, specified near-miss events. 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;
- plant or equipment coming into contact with overhead power lines;
- the accidental release of any substance which could cause injury to any person.

Further guidance should be sought from a member of the Corporate Health and Safety Team.

Gas incidents

Registered gas engineers (under the Gas Safe Register,) must provide details of any gas appliances or fittings that they consider to be dangerous, to such an extent that people could die, lose consciousness or require hospital treatment. The danger could be due to the design, construction, installation, modification or servicing of that appliance or fitting, which could cause:

- an accidental leakage of gas;
- incomplete combustion of gas; or
- inadequate removal of products of the combustion of gas.

When reporting an incident employers are encourage to use the e-forms on the HSE webpages (www.hse.gov.uk), however, reporting the incident over the telephone is an option, Tel. 0845 300 9923.

Appendix. 4 Report Forms links.

https://forestforms/ufs/EMP_ACCIDENT_REPORT.eb?ebd=0&ebz=2_1637746273368

5.

ACCIDENT INVESTIGATION REPORT (AIR3 Form)

Date of accident:

Employee:

Section/ team:

Service:

Based at:

THE ACCIDENT

To be completed once you have spoken to the injured party (IP).

Where did the accident happen?

Approximately what time did the accident happen? (24 hour clock)

What happened? (give precise details)

Did the employee require any medical attention immediately after the accident? (or anyone else)

At the time of the accident, were they doing their normal job? (If no give further details)

What was the weather like at the time of the accident? Did it have any bearing on the accident?

What was the level of lighting at the time of the accident?

Were they at their normal place of work?

Did the road/pavement surface have any bearing on the accident?

Was another person (member of public) a contributing factor in the accident?

Was there any witness to the incident? Please give details of work colleagues.

Were the IP wearing full protective clothing at the time of the accident?

Have they had a similar accidents in the past? (have there been similar incidents in the team?)

PREVENTATIVE MEASURES

Was there anything that could have been done to prevent the accident happening?

Is there anything that management could do to prevent the accident happening?

Is there any training needed to prevent a similar accident? (IP to be asked this question)

If the accident was caused by lifting/stretching/twisting and resulted in back pain:

Have you had problems in the past with back pain? (N.B. Manual Handling RA to be reviewed)

Are they happy to continue with their normal job in future?

Is there anything learned from the accident which might prevent a similar accident in the future?

Signed Date
(Supervisor/ Manager)

ANALYSIS OF ACCIDENT

Was the accident preventable?

YES/NO

If yes, what preventative measure could have been taken and how are these going to be implemented in the future?

As a result of the accident, is there any training/re-training which needs to be undertaken?

YES/NO

If yes, what training is required and how will this be given and when?

Are you happy for the employee to continue in their present post?

YES/NO

If no, explain why and what you intend to do about the situation.

Is the relevant risk assessment satisfactory?

YES/NO

If no, when will a review be undertaken?

Do you believe the injuries claimed by the employee happened as a result of the accident?

YES/NO

If no, explain why and what action you will be taking as a result.

If the accident in your opinion happened as a result of the employee not wearing their full PPE or doing something they shouldn't, what further action is required?

When is the IP expected to return to work? (if absent from work for 7+ days it is RIDDOR reportable).

Signed **Date**
(Section Manager/Supervisor)

Signed **Date**
(Health and Safety Advisor)

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Appendix 6 - H&S Team Investigation form: AIR4.

Accident and Incident Investigation: **"Name of Incident"**

Parties Involved						
Relationship to Incident	Name	Address	Telephone Number	Email Address	Employee?	
					Yes	No
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>

Injuries Sustained					
Whom	Part of Body	Brief Description of Injury	Received Medical Attention	If Yes, Where?	RIDDOR Reportable?

Equipment/Vehicles Involved			
Type	Registration/Identification	Make	Model

Incident Details		
Date	Time	Exact Location
<input type="checkbox"/> Injury	<input type="checkbox"/> Near Miss	<input type="checkbox"/> Dangerous Occurrence
<input type="checkbox"/> ill Health	<input type="checkbox"/> Verbal Abuse	<input type="checkbox"/> Vehicle Related Incident

Summary of Incident

xxx

Scope of Investigation

xxx

Detail of the Incident

xxx

Investigation Analysis

Immediate Cause/s:

Underlying Cause/s:

Root Cause/s:

Corrective Actions

Actions Required:

- A
- B
- C

Actions that could be considered but are not considered imperative:

Idealistic actions:

Recommended Actions		
Action	Responsible Officer	Target Date

Evidence to Support Investigation	
Evidence	Attached as Appendix

Sign Off				
Investigator	(Name)	(Job Role)	(Signature)	(Date)
Reviewed	(Name)	(Job Role)	(Signature)	(Date)
By				

Appendix 7. - Retention of Investigation Documents

In undertaking an investigation, especially for complex incidents, there will be a need to produce or gather different types of information, e.g. staff witness statements. There will usually be a requirement to retain these investigation documents for a period of time, for example to all New Forest District Council to defend and insurance claim should one arise.

If an individual wishes to see a document or report which they believe they have been named in, or it references them, they have the right to see all or part of that document. However, they should not be allowed to see private information belonging to other individuals.

The accident investigation report should be securely disposed of once it becomes irrelevant or out of date in line with the retention schedule: retention of documents will vary from 4 years, to 40 years for employee occupational ill health information.

Information on data protection is available from the Information Commissioner – www.ico.org.uk