

Corporate Health & Safety Manual

3.15 ACCIDENT/INCIDENT REPORTING

Guidance and Procedures

Legal Requirements

1. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013) place a statutory duty on the Council to notify the Health and Safety Executive (HSE) of all relevant scheduled Injuries, Diseases and Dangerous Occurrences at Work.

The Social Security (Claims and Payments) Regulations 1979 Regulation 25 (SSCPR 1979) also places an obligation on specified employers to investigate and record industrial accidents.

Introduction

2. RIDDOR 2013 http://www.legislation.gov.uk/ukxi/2013/1471/pdfs/ukxi_20131471_en.pdf came into force in 1st October 2013 a place and duty on persons in control of works premises to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences.

This requirement also applies to situations where pupils, students and members of the public, including children, are injured and or sent to hospital for treatment as a result of a work activity being undertaken by or on behalf of the Council.

[The Social Security \(Claims and Payments\) Regulations 1979](#) came into force on 9th July 1979. They also place an obligation on employers to investigate and record industrial accidents to employees and release details of an accident to the injured employee or someone acting on his behalf, should the accident give rise to a claim for benefits under the same regulations.

Definitions

3. **Accident** An accident/incident is an unplanned or uncontrolled event or sequence of events that results in injury to an individual, persons, or damage to premises and equipment.

The Health and Safety Executive (HSE) - the Government body to which accidents/incidents should be reported, where applicable.

Near Miss A 'near-miss' is any incident or occurrence which does not result in an injury, loss or damage but has the potential to cause harm.

Notification This is a report to the Health and safety Executive of a specified injury, disease or dangerous occurrence.

Over-seven-day incapacitation of a worker

Accidents must be reported to the HSE 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 whilst at work. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made to the HSE within **15 days** of the accident.

Reportable Injury This is an injury specified in regulation 4 of the RIDDOR 2013, which must be reported to the HSE a list of specified injuries can be found at the following link:

<http://www.hse.gov.uk/riddor/specified-injuries.htm>

Reportable Disease This is a disease specified in regulation 8 of RIDDOR 2013 which must be reported to the HSE, a list of specified industrial disease can be found at the following link:

<http://www.hse.gov.uk/riddor/occupational-diseases.htm>

Dangerous Occurrence There are certain near-miss incidents which must be reported to the HSE, these are called 'Dangerous Occurrences' (Incidents with the potential to cause harm) and must be reported to the HSE, a list can be found at the following link:

<http://www.hse.gov.uk/riddor/dangerous-occurrences.htm>

A serious incident or accident must be reported to the HSE by the "quickest practicable means", The HSE have a telephone service for reporting fatal and specified injuries only - call the Incident Contact Centre on **0345 300 9923** (opening hours Monday to Friday 8.30 am to 5 pm). In all cases the department must notify the Occupational Health & Safety Team in the first instance.

All reporting forms are available from the Health and Safety Executive and can be downloaded from their website. The report can also be completed online at

<https://www.hse.gov.uk/forms/incident/index.htm>

Achieving Compliance

4. South Tyneside Council recognise that they have a legal duty to comply with RIDDOR 2013 and SSCPR 1979 and have provided the following guidance to enable compliance with the same regulations.

In addition to the above statutory requirements, the HR Service Lead requires information on accidents/incidents, including near miss incidents which have occurred in all Corporate Groups to enable statistics to be compiled, trends to be viewed and problem areas to be identified, as well as to monitor and report on the effectiveness of these arrangements.

Organisation/Responsibilities

All Employees

5. Without exception, all employees must report work-related accidents/incidents, diseases and near miss incidents which have affected them, to their respective line managers, delegated first aider or other responsible persons as soon as possible, who must ensure that the details have been or are entered in the relevant sections of the Incident Report Form (IRF).

All accidents (even those cases where no absence results) must be reported under the Internal Reporting Procedure below.

Line Managers

6. Without exception delegated line managers must ensure that sufficient first aiders are appointed to deal with emergency situations in their department and;
- Report all accidents, near misses diagnosed industrial diseases to the Occupational Health and Safety Team, in the first instance, by phone;
 - investigate the cause of accidents and near misses that are reported to them by members of their teams;
 - Record all accidents, near misses diagnosed industrial diseases on an IRF;
 - Report any specified injuries, dangerous occurrences or diagnosed industrial diseases on the Health and Safety Executive website;
 - Submit a completed IRF report via email using the digital IRF, the system no longer accepts paper copies, to the Occupational Health and Safety Team on completion of the investigation and where necessary any RIDDOR report.

The Council's IRF ([Appendix J\(i\)](#)) should, in most cases, provide the basic information to allow compliance with this duty.

Occupational Health and Safety Team

7. The Occupational Health and Safety Team's responsibility under this policy guidance is to:
- investigate more serious accidents/near misses;
 - provide guidance to line managers investigating accidents/near misses on remediation;
 - coordinate accident/near miss reporting;
 - evaluate submitted accident reports and statistics for trends;
 - report statistics to Corporate Groups.

Internal Reporting Documents

8. In all cases, relevant sections of the IRF must be completed and submitted electronically.

8.1 Completing the form for an Accident to an Employee

- a. The employee who is reporting the accident should complete sections 1 to 9 of the IRF to their line manager and sign and date it;
- b. If the employee is absent from work the information can be taken over the telephone and sections 1 to 9 completed by the affected persons Line Manager who should also sign and date it;

Note If the employee cannot complete sections 1 to 9 for any other reason, then they must be completed by the affected persons Line Manager who should also sign and date it;

- c. The Direct Line Manager must then complete sections 10 to 21 and sign and date it;
- d. The line manager should then report the incident to the Occupational Health and Safety Team through the Health and Safety Advisor for their Service who will provide an incident control number and may give further advice, if this is the case the Line manager should include this in section 20 of the report;
- e. The Occupational Health and Safety Team may investigate the accident further and will inform the Line Manager if this is the case;
- f. If the Occupational Health and Safety Team is satisfied with sections 1 to 21 of the report, they will advise that this is the case advise that no further information is required;
- g. On receipt of the report by the Occupational Health and Safety Team it will be signed off at part 3 (section 22) and no further actions taken;
- h. This will conclude the reporting process unless the Occupational Health and Safety Team have decided to investigate the incident further.
- i. If the Occupational Health and Safety Team decide that further clarification of the incident is required or have further recommendations these will be placed in section 22 and the report emailed back to the manager.
- j. The manager will provide clarification and or take account of the recommendations in section 22 and fully complete Part 4 including sections 23 – 24, who should also sign and date it.
- k. The manager will email the completed form to the Occupational Health and Safety Team to store for possible future claims and to provide vital information for reports and trends.

Internal Reporting Procedure

9. Any manager who is notified of an accident/incident, disease or near miss concerning an employee under their control must telephone the Occupational Health & Safety Team as soon as possible so that the incident can be logged and given a Reference Number. That person is also required to ensure that relevant sections of the IRF are completed and a copy of the IRF are emailed to the Occupational Health & Safety Team.

Corporate Groups must ensure that they carry out an investigation of the circumstances surrounding any accident/ incident, disease or near miss, a copy of which must be emailed onto the Occupational Health & Safety Team who will advise or comment on the proposed measures to prevent a recurrence. This investigation may be supplemented by an additional investigation by the Occupational Health & Safety Team depending on the circumstances.

Managers with delegated responsibility for the completion of the reports and or the notification procedure within Corporate Groups will ensure completion and circulation of the relevant documents, and wherever necessary use these to complete notification required under RIDDOR. Copies of all documents must be emailed to the Occupational Health & Safety Team at the earliest opportunity.

Timescales for Reporting

Where possible the Manager should complete their investigation part of the form as soon as possible after the incident. It should be completed within the following time scales and forwarded to Occupational Health & Safety Team:

1. A minor injury where no treatment or only on-site first aid treatment is required = **5 days**
2. A lost time injury where a person cannot resume normal working activities for more than 4hrs = **48 hours**
3. An injury where a person receives external treatment e.g. Hospital, Doctor = **24 hours**
4. A violence report = **24 hours**
5. A major injury e.g. broken bones (not fingers or toes) / RIDDOR reportable injury e.g an absence of more than 7 days = **12 hours**
6. A reportable disease = **Immediately**
7. Fatality = **Immediately**

Online Forms

- [Incident Report Form \(IRF\)](#)
- [AR2/3 Form](#) - Pupil or Student Accident - completed by an appropriate Council representative.
- [AR2/3 Form](#) - Member of the Public or Young Child Accident - completed by an appropriate Council representative.
- [DRI](#) - Employee Diseases Form (where a reportable disease has been contracted due to work activities) - by the employee, and the relevant manager.
- [Near Miss Form](#) – Reporting of a Near Miss reported by employee and relevant manager.

Data Release

10. All information held by the council regarding injuries to employees is protected under the Data Protection Act 2018 (DPA). However, information held regarding an individual can be released to that same person on request in writing and proof of identity in pursuance of The SSCPR 1979 or when requested in writing from the council's insurance claims department.

Where a request for accident information is made, it will also be the responsibility of the designated officer(s) to release any report provided under this guidance.

Reporting of Industrial Diseases

11. Under RIDDOR there are certain industrial diseases which must be reported the HSE. These are listed at the following link <http://www.hse.gov.uk/riddor/occupational-diseases.htm>
As soon as an industrial disease has been diagnosed, managers with delegated responsibility for the reporting of such diseases under this guidance will report to the Occupational Health and Safety Team and also the HSE using an online printout here [HSE Disease](#)

Note: Before you submit the report, preview it which will open a printable screen and print the document and a temporary record until the HSE reply to your report.

Monitoring of Compliance with this Guidance

12. The monitoring of compliance to this policy guidance will be carried out by the Occupational Health and Safety Team.

Review

13. The guidance will be reviewed biannually as a rule and when any changes or amendments to the RIDDOR 2013 or SSCPR 1979 occur.

The guidance will also be reviewed as a consequence of any restructuring of South Tyneside Council which will affect this policy.