



Castlerea Borough Council

Health and Safety

Incident Reporting Procedures

Dec 2006

1.0 Incident

1.1 Definition

An unexpected, unplanned event that results in physical harm to an individual, damage to property, a near miss, a loss or any combination of these effects. It includes those events, in which individuals are injured or could have been injured, theft of private property, acts of vandalism and acts of violence etc

1.2 Entering the Scene

Do not enter the scene of an incident unless it is completely safe to do so

1.3 Medical Treatment

If necessary medical treatment should be sought immediately from a nurse or qualified First Aider and if required transport to hospital arranged.

1.4 Minor Incident

If the incident is minor (i.e. minor injury or no injury) and none of the statements in section 1.5 apply then the person to whom the incident was reported to should complete an incident form and if necessary forward it to the relevant Duty Manager/Supervisor. A responsible person may carry out a brief inspection of the site of the alleged incident and note their findings in 'section d' of the Incident Report Form.

1.5 Serious Incident

A serious incident is one which the person suffers a significant injury and/or it is alleged that the incident was the fault of the council and/or the incident appears irregular. All such incidents must be reported to the manager or supervisor immediately.

The duty manager/supervisor must carry out an investigation completing the sections on the back of the Incident Report Form and collecting statements describing everything that anyone involved witnessed in relation to the incident. The condition of the immediate area should be recorded using photographs or sketches if necessary. The Health and Safety Officer should be contacted.

1.6 Very Serious Incident

Any incident of the following nature must be reported to the manager or supervisor immediately, who in turn will immediately contact the relevant Director (if he/she is unavailable refer to the Chief Executive and/or the Councils Duty Directors Rota) and the Health & Safety Officer.

- 1.6.1 Major fire
- 1.6.2 Fatality
- 1.6.3 Amputation
- 1.6.4 Large chemical spill
- 1.6.5 An explosion
- 1.6.6 Multiple serious injuries (>3 in the same incident)
- 1.6.7 Exposure to a hazardous substance i.e. asbestos or Legionella

These incidents will be investigated by the Health and Safety Officer in conjunction with the relevant statutory agencies. The Health and Safety Executive must also be informed immediately by phone on 028 9024 3249, the scene of the incident and any equipment should be isolated once the area has been made safe. Please note that this list is not exhaustive and if you are in any doubt contact your relevant supervisor

2.0 Reporting

For all incidents the council's Incident Report Form must be fully completed by the person to whom the incident was reported or for serious incidents by a Manager. In the case of an employee then the injured persons Manager is responsible for ensuring that the incident is reported.

2.1 Incident Report Forms

- 2.1.1 Note the type of Incident
- 2.1.2 Identify exactly where and when the incident is alleged to have taken place.
- 2.1.3 Note the events surrounding the incident as described by the injured person. When describing use statements such as "the person said that" or "it was stated that" you do not know if what the person is telling you is true. If more space is needed attach additional sheets.
- 2.1.4 Describe exactly what was done in response to the incident and who was involved. Serious and Extremely Serious incidents must be investigated by a Manager/Supervisor.
- 2.1.5 Answer all the questions and give all relevant details regarding injured persons.
- 2.1.6 Note witness's names and if statements are collected attach them to the form.
- 2.1.7 Describe what treatment was given in the relevant sections.
- 2.1.8 The form should then be signed by the person who completed the form and if possible the injured person or their guardian.

The original form (blue page) should be forwarded to the Manager.

All relevant information should be collated and forwarded to the person responsible for inputting the information into the incident database. Information should be added to the database within 24hrs of the incident being reported or within 72hrs during holiday periods and weekends. The yellow copy must be removed from the pad, stored in a secure place and kept for at least one year from the date the incident was reported.

2.2 RIDDOR

This stands for Reporting of Injuries Diseases and Dangerous Occurrence Regulations. Any incident which could be considered to meet the criteria below MAY be reportable under RIDDOR. The Health and Safety Officer must be advised. The Manager is responsible for reporting the incident as described.

If the incident is reportable under RIDDOR then an NI2508 form must be completed and forwarded to the Health & Safety Officer who will in turn forward it to the Health and Safety Executive within 10 days of the incident being reported. For Extremely Serious Incidents notification must be made by phone immediately on 028 9024 3249.

RIDDOR applies, where;

- 2.2.1 Any person dies or suffers a major injury as a result of an accident arising out of or in connection with work; (see appendix 1)
- 2.2.2 A member of the public is killed or taken to hospital
- 2.2.3 There is a dangerous occurrence (see appendix 2)
- 2.2.4 An employee or self employed person is absent from work for more than three consecutive days due to an injury received while at work

Appendix 1

Major Injuries

Regulation 2(1)

1. Any fracture, other than to the fingers, thumbs or toes.
2. Any amputation.
3. Dislocation of the shoulder, hip, knee or spine.
4. Loss of sight (whether temporary or permanent).
5. A chemical or hot metal burn to the eye or any penetrating injury to the eye.
6. Any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
7. Any other leading to;
 - a. hypothermia, heat-induced illness or to unconsciousness, injury—
 - b. requiring resuscitation, or
 - c. requiring admittance to hospital for more than 24 hours.
8. Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.
Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin—
 - a. acute illness requiring medical treatment; or
 - b. loss of consciousness
10. Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Appendix 2

Examples of Dangerous Occurrences - Regulation 2(1)

1. Lifting machinery, etc

The collapse, overturning or failure of any load-bearing part of any item of plant
E.g. Forklift Truck, lift or hoist, crane or derrick, mobile powered access platform, access cradle or window-cleaning cradle or excavator

2. Pressure systems

The failure of any closed vessel (including a boiler or boiler tube) or of any associated pipe work, in which the internal pressure was above or below atmospheric pressure, where the failure has the potential to cause the death of any person.

3. Overhead electric lines

Any unintentional incident in which plant or equipment comes into contact with an overhead electric line in which the voltage exceeds 200 volts; or causes an electrical discharge from such an electric line by coming into close proximity to it.

4. Electrical short circuit

Electrical short circuit or overload attended by fire or explosion which results in the stoppage of the plant involved for more than 24 hours or which has the potential to cause the death of any person.

5. Scaffolding

Collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall

6. Collapse of building or structure

Any unintended collapse or partial collapse of any building or structure under construction, reconstruction, alteration or demolition or any floor or wall of any building used as a place of work; or any false-work.

7. Explosion or fire

An explosion or fire occurring in any plant or premises which results in the stoppage of that plant or as the case may be the suspension of normal work in those premises for more than 24 hours, where the explosion or fire was due to the ignition of any material.

8. Escape of flammable substances

The sudden, uncontrolled release inside a building of 100kgs or more of a flammable liquid, of 10kgs or more of a flammable liquid at a temperature above its normal boiling point, or 10kgs or more of a flammable gas; or 500kgs if in the open air.

9. Escape of substances

An accidental release or escape of any substance where the quantity is sufficient to cause death, major injury or any other damage to the health of any person

Appendix 3

