

EAST DUNBARTONSHIRE COUNCIL

HEALTH & SAFETY PROCEDURE

ACCIDENT & INCIDENT REPORTING

SP01

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DOCUMENT CONTROL AMENDMENT RECORD

Date	Issue No	Amendment	Person Responsible for Amendment
Nov '19	01	Initial issue	Leanne Galasso HR & OD Manager
Jan '20	02	Revision, Changes to include updated responsibilities, legislation and forms to simplify process of reporting	Laura Gold Health and Safety Advisor
Jun '23	03	Changes include; <ul style="list-style-type: none"> ▪ Format to include in HSMS ▪ Section 2: Definition added Gas incidents ▪ (5.1) Reporting and notification update and the Health & Safety contact details ▪ Appendix 5: Gas incidents RIDDOR Reportable 11 (1) & 11 (2) ▪ Changes to include updated details and forms ▪ (5.4) update of the significant event reporting procedure ▪ (7.0) Process Flowchart ▪ Update to References 	Colin Hannigan Health & Safety Advisor Debbie Gray Health & Safety Advisor Laura Gold Health and Safety Manager
Sep '23		<ul style="list-style-type: none"> ▪ Changes to reflect TU consultation 	Laura Gold Health and Safety Manager

1. INTRODUCTION

East Dunbartonshire Council (EDC) has a legal duty under the Health and Safety at Work Act 1974 to ensure the health, safety and welfare at work of its employees. Additionally, The Management of Health and Safety at Work Regulations 1999 (MHSWR) requires that every employer plan, organise, control, monitor and review their health and safety arrangements of which accident/incident reporting forms an essential part of this process.

This procedure revokes the previous arrangements for reporting of incidents within EDC. It takes into account the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013, the Social Security Act (Scotland) 2018, the Data Protection Act 2018, The Gas Safety (installation and use) Regulations 1998 as amended 2018 and the gas industry unsafe situations procedure.

This procedure has been created to

- Ensure that employees of EDC are aware of the legislative requirement to report certain incidents and occupational diseases whilst achieving and maintaining an acceptable standard of reporting.
- Provide information to Employees and Managers on the process that must be followed to report an incident (accident, near miss, dangerous occurrence, gas incident, violent incident or fire-related issue).

Information on accidents, incidents and ill health can be used as an aid to risk assessment, helping to develop solutions to potential risks. Records also help to prevent injuries and ill health, and control costs from accidental loss.

It should be noted that the original accident book, BI 510 is no longer in use and all used copies of this book including completed accident/incident reporting forms should be returned to the Health and Safety Team.

2. SCOPE

The scope of these arrangements applies to all employees of EDC whilst they are at work, and others not in its employ that may be affected by it or its contractual undertaking. This procedure applies to accidents or incidents that have the potential to represent a serious risk to East Dunbartonshire Council and covers health and safety incidents, in addition to environmental incidents.

3. ROLES AND RESPONSIBILITIES

3.1 CHIEF EXECUTIVE

The EDC Chief Executive has ultimate responsibility for health and safety and for making sure that a consistent process to accident/incident reporting is applied.

It is important to acknowledge that the Chief Executive's responsibilities are shared, in that the Deputy Chief Executive, Executive Officers and Managers will be responsible and accountable within their areas of responsibility for this management procedure to be implemented in respect of premises under the control of or otherwise, occupied by EDC personnel.

3.2 EXECUTIVE OFFICERS & MANAGERS

The Executive Officers and Managers must ensure the following:

- Adequate resources and competent person(s) are allocated to support the implementation of this Management Procedure and relevant associated Health and Safety legislation.
- Nominated person(s) are supported in implementing the measures of this Management Procedure to comply with relevant Health and Safety legislation.
- When details of an incident is reported by an employee, pupil, contractor or member of the public, this initiates completion of an Accident/Incident reporting form HS1a or Near miss form HS1b.

Managers must ensure accurate and timely reporting is carried out, whether these incidents are reported by employees or the information was obtained through a witness, a fellow employee or member of the same team, colleague or the manager becomes aware of it through other means.

3.3 HEALTH AND SAFETY TEAM

The EDC Health and Safety Team will advise the management in fulfilling their duties in regards to the implementation of this Management Procedure and associated regulations and guidance.

In particular, the Health and Safety Team shall:

- Advise the Executive Officer, Manager, Team and Squad Leaders in fulfilling their duties.
- Work with teams to provide feedback about actions and control measures that may need to be taken to prevent harm and protect employees.
- Provide and reinforce training and education on health risks associated with certain tasks
- Monitor the compliance with this management procedure and the associated regulations and guidance by carrying out periodical audits and inspections and issuing subsequent reports detailing any possible gaps or issues that need to be addressed.

3.4 EMPLOYEES

Employees should report all accidents/incidents/near misses to line manager as soon as possible. These should be logged on an HS1a and sent to the manager for them to complete their section and sent to the H&S Team

In addition, employees can contact the H&S Team directly to report the incident and the H&S Team will complete the appropriate form, liaise with the manager to establish actions to avoid recurrence and any additional information that may be required.

4. DEFINITIONS

An **ADVERSE EVENT** is an unplanned, unforeseen incident that led to or could have led to injury/ harm to persons, damage to plant/ equipment or other type of loss.

Types of adverse events this procedure will apply to are:

- **ACCIDENT:** Separate, identifiable, unintended incident that causes physical injury/ harm to persons, damage to plant/equipment or other type of loss.
- **DANGEROUS OCCURRENCE:** Certain, specified near miss events (27 categories relevant to most workplaces and certain additional categories for gas, mines, quarries and transport systems).
- **FIRE ALERT:** Any issue related to fire safety of the building or persons in the building / location.
- **GAS INCIDENTS:** Any issue related to the safety of ALL types of fuel burning appliances used for heating and cooking in domestic and commercial settings such as but not limited to boilers, heaters and cooking appliances. Fuel burning appliances may also run on various types of combustible materials such as Natural Gas, Oil, LPG, Biomass, Propane therefore any incident where there is doubt to the safety of such appliances will be recorded under this category. Gas engineers should report certain gas industry unsafe situations in accordance with industry standards. Please see Appendix 5.
- **NEAR MISS EVENTS:** Any event or incident that although not resulting in actual injury or damage, has the potential to cause harm to persons, damage to plant/equipment or other type of loss if it were under slightly different circumstances.
- **UNDESIRE D CIRCUMSTANCE/ HAZARD OBSERVATION:** a set of conditions or circumstances that have the potential to cause injury or ill health, e.g. untrained employee driving and using heavy plant or machinery.
- **INDUSTRIAL INJURY:** Any event where an employee is unable to attend work due to an injury/illness at work that is due to no fault of their own. In order for Industrial injury to be determined, the following MUST be carried out:
 - i. An HS1a must be completed within 48 hours of the incident/diagnosis and forwarded to the Health and Safety team.
 - ii. An incident investigation must be carried out by the Health and Safety team so that the incident root cause can be determined and subsequent classification of whether the incident is an industrial injury or not.
 - iii. The Health and Safety team will notify HR on completion of its investigation and classification so that the incident status can be updated within iTrent.
- **MINOR ACCIDENT/INCIDENT:** A straightforward accident/incident where the root cause is easily determined and as part of the HS1a/HS1b notification process, is investigated by the injured (or incumbent) person's supervisor/line manager to determine the immediate, underlying and root cause.
- **OCCUPATIONAL DISEASES:** These are certain diagnosed reportable diseases which are linked with occupational exposure to specified hazards. The full list can be found in Appendix 4.

- **SIGNIFICANT ACCIDENT/INCIDENT:** Any significant accident or incident that has the potential for serious consequences will be investigated by the Council's Health and Safety Team.

Where an accident or incident has been deemed significant, all operations must cease immediately, the area made safe, and the Health and Safety Manager contacted to begin the formal investigation procedure.

- **VIOLENT INCIDENT:** An incident in which a person is abused, threatened or assaulted in circumstances relating to their work, including verbal abuse or threats as well as physical attacks.

5. ADVERSE EVENT REPORTING

5.1 NOTIFICATION AND RECORDING

Every employee who suffers (or could have suffered) personal injury at work, or was involved in an ADVERSE EVENT as listed in the definitions, MUST ensure that their line manager is informed as soon as reasonably practicable, ideally within the first hour of the adverse event occurring.

The employee, along with the line manager must ensure that details of the ADVERSE EVENT are recorded on an internal reporting form, A01 HS1a or A12 HS1b which can be found within the Health and Safety section of the HUB (Business / Health & Safety / Forms / H&S Incident Reporting Forms) or the Employee Zone.

Alternatively, the employee can contact the H&S Team directly and the H&S Team will complete the appropriate paperwork and make further investigation if required.

Where the adverse event involves a third-party employee carrying out work on behalf of EDC then a representative of the contracted organisation must ensure that the Health and Safety team are provided with the appropriate information to process details of the adverse event and record on an HS1a or HS1b reporting form.

Please ensure all fields are completed as fully and exact as possible; this will allow the Health & Safety Team to record details timeously and accurately.

The report must contain the investigation details and further actions to prevent recurrence, whether it is a near miss or an accident. Include factual statements only.

A copy of the adverse event form MUST be forwarded to the Health & Safety Team **within 48hrs of the adverse event**.

The Health & Safety Team can also be contacted directly on **0141 777 3210** during normal working hours (09:00 to 17:00 Monday to Friday) to report the adverse events.

There are two forms:

A01 HS1a for Accidents/Violent Incident/Fire Alert

A12 HS1b for Near Miss Incidents/ Dangerous Occurrence

On receipt of the completed form, the Health and Safety team will review, process and investigate as required.

Full details on how to complete an HS1a form are contained within Appendix 1.

5.2 RIDDOR REPORTING

The reporting of adverse events to the Health and Safety Executive (HSE) will be determined and subsequently **CARRIED OUT BY THE HEALTH AND SAFETY TEAM ONLY** in accordance with The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Employees, Managers and Executive Officers **MUST NOT** complete a RIDDOR report to the HSE directly.

5.3 INCIDENT DESIGNATION

Designating adverse events into different categories enables the health and safety team to understand the frequency and severity of certain events along with providing the council's management crucial health and safety statistics therefore every accident will be categorized as follows:

- Lost Time Injury (LTI)
- Medical Treatment Case (MTC)
- First aid case (FAC)
- No treatment required (NTR)

5.3.1 Lost Time Injury (LTI)

A lost time injury is one where an accident results in the injured person (IP) being off work more than 7 (seven) consecutive days (not counting the day of the incident).

The recording of time lost through absence days is an essential piece of data that is required to be recorded as part on the accident/incident reporting process.

It is also CRITICAL that the Health and Safety team are informed by email or phone call so that this can be recorded on page 5 of the HS1a. The Health and Safety team will determine if RIDDOR reporting is required and create a report for logging onto iTrent.

The Health and Safety team will record details of lost time incidents on page 5 of the HS1a.

5.3.2 Medical Treatment Case (MTC)

A medical treatment case is one where an accident results in the injured person being taken directly to hospital/GP for medical treatment or subsequently attends hospital/GP for treatment as a result of injuries sustained or developed within 24H of an accident.

5.3.3 First Aid Case (FAC)

A first aid case is one where an accident results in the injured person requiring first aid from a designated First Aider who is trained in accordance with the requirements laid out in Health and Safety Procedure SP18 Provision of First Aid.

5.3.4 No Treatment Required (NTR)

This designation is to be used where an accident happened but there was no medical treatment required or given.

5.4 OCCUPATIONAL DISEASES

The diagnosis of an occupational illness or disease whether from an employee's GP/ medical professional or EDC's occupational health provider must also be recorded and reported in accordance with this procedure. A HS1a form along with any occupational health reports or GP letter's along **MUST** be forwarded on to the Health and Safety team **no longer than 48hrs after the date of diagnosis**.

The health and safety team will carry out RIDDOR reporting as required.

5.5 APPOINTMENT OF RESPONSIBLE PERSONS

Executive Officers will act as or designate a responsible person(s) to ensure that the Health and Safety Team has been notified of adverse events.

6. ACCIDENT/INCIDENT INVESTIGATION

It is a requirement of the Management of Health and Safety at Work Regulations 1999 to undertake incident investigations to determine the immediate, underlying and root causes of the accident and for subsequent relevant actions and control measures to be put in place to prevent a recurrence. To prevent future accidents and for best practice, near miss incidents will also be reported.

The full requirements and guidance for carrying out accident and incident investigations is contained within Health and Safety Procedure SP35 Accident and Incident investigation.

Where there is uncertainty on whether an adverse event should be classified as a Minor or Significant accident/incident then the Health and Safety team can be contacted for clarity.

6.1 MINOR ACCIDENT/INCIDENT INVESTIGATION PROCESS

Minor accidents and incidents are straightforward incidents where the root cause can be easily determined are to be investigated by the injured (or incumbent) person's supervisor/line manager to determine the immediate, underlying and root cause. The outcome of the investigation should be recorded on the HS1a form and where possible corroborated with evidence such as witness statements, drawings, photographs or other documentary evidence.

As a result of the investigation, measures identified to prevent a recurrence should be entered in Section H of the reporting form HS1a.

6.2 SIGNIFICANT ACCIDENT/ INCIDENT INVESTIGATION PROCESS

Any significant accident or incident that has the potential for serious consequences will be investigated by the Council's Health and Safety Team.

Where an accident or incident has been deemed significant, **all operations must cease immediately**, the area made safe, and the Health and Safety Manager/Team contacted to begin the formal investigation procedure.

Examples of significant accidents or incidents are, but not limited to the following:

- Falls from height
- Scaffolding failure
- Utility service strike (Gas, Electric, Water)
- Gas incident
- Injury to member of the public or school pupil resulting in hospital treatment
- Employee injury requiring immediate hospital treatment
- Fire and explosion (arson and accidental)
- Exposure to known asbestos
- Overturned, or failure of plant or machinery
- Failure of falsework and formwork
- Excavation collapse
- Lifting operation failure
- Sub-contractor injury or significant incident

- Road traffic accident involving employee and/or members of the public and council property or vehicles.

The classification of a significant accident/incident does not necessarily require an in-depth investigation and report to be created, page 5 of the HS1a may suffice. The circumstances of the adverse event will dictate the level of investigation that is required, Health and Safety Procedure SP35 contains further information which will help determine the level of investigation that is required.

6.3 SHARING INCIDENT INFORMATION WITH TRADE UNION REPRESENTATIVES

The H&S team will share incident data on major incidents within less than 4 weeks with Trade union representatives to allow review of incidents and where required further or joint investigation, review of safe systems of work and/or other relevant action.

For minor incidents, where the employee has ticked the option to share with Trade Union representatives, the employee must approach their trade union representative, share details and request update from the H&S team by contacting Health.Safety@eastdunbarton.gov.uk. The H&S Team will check for approval in the HS1a or HS1b form, and will forward details requested.

7. ADVERSE EVENT RECORD KEEPING

7.1 RECORD KEEPING

In each reported case, the Health and Safety Section will retain the original copy of HS1a form for a period of no less than three years after the date of the incident.

Where the adverse event has involved a child or young person, the original copy of the HS1a will be retained for a period of no less than three years after the individual turns 18 years of age.

7.2 ADVERSE EVENT INVESTIGATIONS

The final reports of accident/incident investigations pertaining to adverse events will be retained with the original HS1a form for a period of no less than three years

7.3 OCCUPATIONAL HEALTH RECORDS

Details on the retention of records relating to occupational health surveillance can be found in Health and Safety Procedure SP06 Management of Health Surveillance.

8. HEALTH AND SAFETY STATISTICS OF ADVERSE EVENTS

The purpose of compiling and analysing adverse event statistics is to provide information which can be used in the prevention of occupational injuries, fatalities and other forms of harm such as exposure to noise, vibration or chemicals with long-term health effects.

Adverse event statistics also assist in monitoring the effectiveness of workplace risk control measures and identifying areas where improvements can be implemented.

Adverse event statistics are reported at quarterly health and safety committee meetings in accordance with Health and Safety Procedure SP33 Health and Safety Committee Structure, examples of specific formats can be found at Appendix 6.

8.1 TIER 1 HEALTH AND SAFETY COMMITTEE

Tier 1 health and safety committee statistics will be presented in the following format:

- Table 1 – Accident type against Executive Area.
- Table 2 – Type of accident by quarter this year compared to the same quarter last year with % difference.
- Table 3 – Summary of RIDDORS submitted by Executive Area.

8.2 TIER 2 HEALTH AND SAFETY COMMITTEE

Tier 2 health and safety committee statistics are presented in the following format:

- Table 1 – Accident type against Executive Area.
- Table 2 – Type of accident by quarter this year compared to the same quarter last year with % difference.
- Table 3 – Summary of RIDDORS submitted by Executive Area.

8.3 TIER 3 HEALTH AND SAFETY COMMITTEE

Tier 3 health and safety committee statistics are presented in the following format:

- Table 1 – Accident type against strategic team
- Table 2 – Type of accident by quarter this year compared to the same quarter last year with % difference.
- Table 3 – Summary of RIDDORS submitted by strategic team.

9. ACTION TABLES

The following tables list the action required per incident type.

ACTION IN THE EVENT OF A FATALITY	
<p>In the event of a fatality arising out of, or in connection with work , the responsible person should undertake the following actions:</p> <ul style="list-style-type: none">• Inform the Line Manager and Executive Officer immediately• Advise Chief Executive or Deputy Chief Executive immediately• Inform Police Scotland immediately• Inform Health & Safety Manager immediately• The council's health and safety team will notify the Health and Safety Executive as soon as possible after the event by the quickest method, e.g. telephone/online form• The line manager should fill in form HS1a• Information and witness statements will be gathered during the immediate aftermath.	

ALL ACCIDENTS, INCLUDING INJURIES TO WORKERS AND NON-FATAL ACCIDENTS REQUIRING HOSPITAL TREATMENT TO NON-WORKERS

- Use form **HS1a** and give as much detail as possible.
A user guide is available in Appendix 1.
- Inform the Executive Officer / line manager and forward form so they can complete section H – department manager's section.
- Inform health and safety team
- Attach photographic evidence or any supporting document (If necessary) and email it to the health and safety team.

NEAR MISS INCIDENTS, DANGEROUS OCCURRENCES INCLUDES GAS INCIDENTS

- Use form **HS1b** and give as much detail as possible.
- The list of reportable dangerous occurrences under RIDDOR 2013 can be found in Appendix 3 and Appendix 5. Please also refer to the Gas Industry Unsafe Situations Procedure for Gas Incidents that are Reportable under RIDDOR 2013.
- Inform the Executive Officer / line manager / Health and Safety team
- Attach photographic evidence or supporting document (if necessary) and email it to the health and safety team.

IN THE EVENT OF A VIOLENT INCIDENT

- Use form **HS1a** and give as much detail as possible.
- Tick section C for violent incident- a user guide is available in Appendix 1.
- Make sure you complete section F – for violent incidents only.
- Inform the line manager (escalate to executive officer where required) and forward form so they can complete section H – department manager's section.
- Attach photographic evidence or any supporting document (if necessary) and email it to the health and safety team.
- Education services setting: as above and then please refer to "including every learner: promoting positive relationships and managing behaviour that challenges". For further actions needed when a violent incident occurs. Tier 1, 2 and 3 incident report (updated January 2020)

OCCUPATIONAL DISEASES

There are a number of specific occupational diseases listed in Regulation 8 of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 that can affect employees. These, upon identification by a medical practitioner or occupational health specialist require to be reported to the Health and Safety Executive.

A Health Surveillance program has been established by East Dunbartonshire Council to be able to detect early symptoms and put in place controls to prevent further deterioration.

In order to ensure that this requirement is complied with, the details and diagnosis of any occupational disease should be forwarded to the HR Team and Health & Safety Team who will contact our Occupational Health provider.

List of Reportable Diseases can be found in Appendix 4

- Contact HR Team or Line Manager directly.
- Have your GP's diagnosis/fit note.

ACCIDENTS INVOLVING CONTRACTORS

In the event of a fatality or major injury to a contractor working in or on Council premises, the responsible person should inform the contractor's employer immediately and the Council's Health and Safety Team. It is the responsibility of the contractor's employer to report the accident/incident to the Health and Safety Executive.

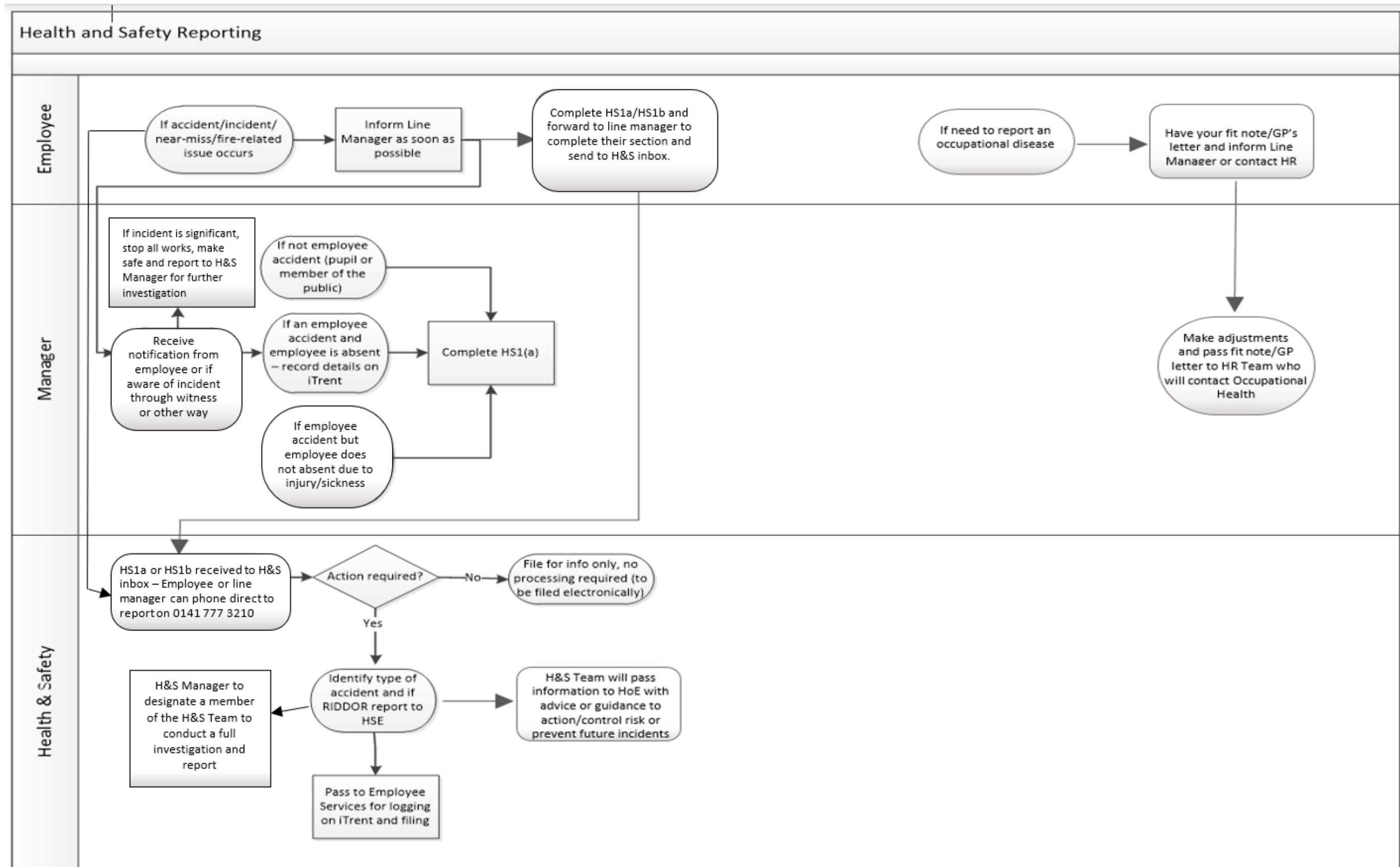
When a contractor is involved it is the responsibility of the duty holder of the premises where the accident occurred, to contact the Health and Safety Team by the quickest method (e.g. telephone 0141 777 3210).

GAS INCIDENTS

The (Gas Safe registered) responsible person(s), appointed by East Dunbartonshire council i.e. The Gas Compliance Officer is responsible for the reporting of all reportable gas incidents to the Health and Safety Executive and must inform the Health and Safety Team immediately. All RIDDOR reportable forms must be stored electronically for audit purposes. An HS1a and or HS1b form must also be completed and kept on file.

For gas incidents please see appendix 5 and for further instructions/information please refer to the references section below for further associated documents.

PROCESS FLOWCHART



10. MONITOR AND REVIEW

As part of the EDC Health and Safety Management System, the EDC Health and Safety Team will conduct regular audits and inspections to monitor the implementation of this management procedure.

The Council's Health and Safety Team will review this management procedure every two years from the date of signing or sooner as a result of any changes to legislation or some other event i.e. a major incident or accident.

The Council's Health and Safety Team will provide feedback in the form of a report following any audits and inspections. When necessary, the procedure will be amended and reissued with an updated version number.

All Team Leaders must ensure that local procedures are updated to reflect any changes to the management procedure.

11. REFERENCES

HSE Guidance and Regulation

- Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Gas Safety (Installation and Use) Regulations 1998 (Amendment) 2018
- The Gas Industry Unsafe Situations Procedure

East Dunbartonshire Council: Health and Safety Policy / Procedures

- HSP01 Health and Safety Policy
- HSP02 Gas Safety
- HSP03 Fire Safety
- HSP04 Management of Asbestos
- HSP05 Management of Contractors
- HSP06 Occupational Health
- HSP07 Controlling Workplace Hazards
- SP35 Accident and Incident Investigation
- SP16 Gas and Carbon Monoxide Emergency Procedure
- SP18 Provision of First Aid

East Dunbartonshire Council: Health and Safety Forms

- HS1a: Accident/Violent Incident/Fire Alert Reporting Form
- HS1b: Near Miss Incident - Dangerous Occurrence Reporting Form
- DO4 Gas and Fumes Escape Form

APPENDIX 1 – COMPLETING THE HS1a

Section A: Directorate & Strategic Group <div> Section A <div> Directorate(select from drop down) <div></div> </div> <div> Strategic Group (select from drop down) <div></div> </div> </div>	Please select Directorate and Strategic Group from the drop-down menu.
Section B: Location of incident <div> Section B - Location of incident <div> <div> Date of incident <div></div> </div> <div> Time of incident <div></div> </div> </div> <div> Site/ Office location <div></div> </div> <div> Address (Including post code) <div></div> </div> <div> Is this location a Council Property? <div> Yes <div></div> </div> <div> No <div></div> </div> </div> </div>	Please provide all details of the location and time of the incident.
Section C: Type of incident <div> Section C - Type of incident <div> <div> Accident <div></div> (incident that caused an injury / harm to persons, damage to plant/ equipment or other type of loss) </div> <div> Violent incident <div></div> (incident in which a person is abused, threatened or assaulted in circumstances relating to their work, include verbal abuse or threats as well as physical attacks) </div> <div> Fire alert <div></div> (any issue related to fire safety of the building or persons in the building / location) </div> </div> </div>	Please select the relevant type of incident from the descriptors of the categories shown
Section D: About the injured person <div> Section D - About the injured person <div> <div> Nature of injury: (state part and side of body affected) <div></div> </div> <div> Full name <div></div> </div> <div> Address (Including post code) <div></div> </div> <div> Telephone (home) <div></div> </div> <div> Work location <div></div> </div> <div> Work address (Including post code) <div></div> </div> </div> <div>Continued overleaf</div> </div>	Ensure that the side of the body is specified as this is required if the incident is RIDDOR reportable

Section D: About the injured person (Continued)	
<p>Telephone (work) <input type="text"/></p> <p>Occupation <input type="text"/></p> <p>Employee Ref. No. <input type="text"/></p> <p>Age <input type="text"/></p> <p>Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/></p> <p>Outcome of accident/incident (select from drop down) <input type="text"/></p> <p>Did the person receive First Aid (select from drop down) <input type="text"/></p> <p>Status of injured person (select from drop down) <input type="text"/></p> <p>Employee has given permission to consent for Trades Unions Representative to view personal details (if requested) Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Line Management are required to contact the H&S Team on the 8th day of absence for all work related injuries as it will become RIDDOR reportable.</p>	<p>Ensure that age is completed, as explained in 'Managers' 'Responsibilities' section</p> <p>Outcome of accident/incident – please select from:</p> <ul style="list-style-type: none"> - Resumed work - Sent home - Advised to see own doctor - Sent to hospital <p>Status of injured person – please select from:</p> <ul style="list-style-type: none"> - Council Employee - Work Experience - Member of Public - Pupil - Other (please state)
<p>Ensure the employee is aware of providing consent for Trade Union Representative to view personal details. TU rep will be able to request form from H&S team direct.</p>	
Section E: About the incident	
<p>Section E - About the incident</p> <p>Location <input type="text"/></p> <p>Description of incident and cause <input type="text"/></p> <p>(Please use an additional continuation sheet/sketch if required and attach)</p> <p>Choose File</p> <p>To open the attachment please click on the arrow on the left sidebar of your screen and then the paperclip symbol</p>	<p>Please ensure all details are completed, giving as much information as possible. This will assist with subsequent investigation.</p>
Section F: For violence incidents only	
<p>Section F - For violence incidents only</p> <p>Description of Aggressive Behaviour Experiences <input type="text"/></p> <p>Other (please specify) <input type="text"/></p> <p>Witness name(s) <input type="text"/></p> <p>Contact number <input type="text"/></p> <p>If the assailant is a child (3-18 years of age) write CHILD and the class/stage they are in e.g. P3 or S1 - The full name will be logged at establishment (SEEMiS)</p> <p>Assailant's Name and Address if known <input type="text"/></p> <p>Is assailant(s) known to have been involved in previous incidents? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please specify how many? <input type="text"/></p> <p>Were de-escalation techniques used? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Was restraint and seclusion used? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Was police and outside assistance sought? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Reported to <input type="text"/></p> <p>Designation <input type="text"/></p>	<p>Description of Aggressive Behaviour Experiences – please select from:</p> <ul style="list-style-type: none"> • Damaging Property/Equipment • Disability-based Harassment • Age - based • Gender Reassignment - based • Marriage and Civil Partnership - based • Pregnancy and maternity - based • Religion or belief - based • Sexual Orientation - based • Physical Posturing/Challenging • Physical Violence • Racial Harassment • Sexual Harassment • Spitting or HIV Exposure • Throwing of Objects • Use of Weapons • Verbal Aggression, Threats or Abuse <p>Alternatively, use VW form from policy and forward to H&S Team</p>

<h2>Section G: About you, the person completing this record</h2>		
<p>Section G - About you, the person completing this record</p> <p>If the person completing this form is also the Department manager, skip this section and go to SECTION H - Department manager</p> <p>Full name <input type="text"/></p> <p>Home address (Including post code) <input type="text"/></p> <p>Occupation <input type="text"/></p> <p>Work location <input type="text"/></p> <p>Contact number <input type="text"/></p>		
<h2>Section H: Department Manager</h2>		
<p>Section H - Department Manager</p> <p>Full name <input type="text"/></p> <p>Designation <input type="text"/></p> <p>Date reported <input type="text"/></p> <p>Work base <input type="text"/></p> <p>Work address (Including post code) <input type="text"/></p> <p>Contact number <input type="text"/></p> <p>ACTION(S) TAKEN TO PREVENT A RECURRENCE: This section MUST be completed by Direct Line Management. Please Note: Management are responsible for investigation, identifying root cause and implementing adequate control measures to prevent a re-occurrence of accident/incident. After H&S team review this section, there might be additional actions or; an investigation by the H&S team will be carried out.</p> <p><input type="text"/></p> <p>Person(s) responsible for the action <input type="text"/></p> <p>Proposed timescale <input type="text"/></p> <p>Need for a Risk Assessment review (tick if appropriate) <input type="checkbox"/></p> <p>Has a debriefing/support meeting taken place with employee involved? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Have you met with:</p> <p>The Employee(s) affected? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Other Parties involved? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Actions to follow for VIOLENT INCIDENT only: (Please select from dropdown menu to confirm as actions are compulsory)</p> <p><input type="text"/></p> <p>Other (please specify) e.g. create pupil management plan: Review risk assessment for classroom, lessons, additional training for staff, staff rotation, etc.</p>		<p>Please provide as much detail as possible for action taken to prevent a recurrence including any investigation which has taken place. If required, assistance can be sought by contacting the H&S Team.</p>

Section I: Supporting Information		<i>Please identify all of the supporting evidence which is being provided.</i>
<div> <div> Section I - Supporting information provided (if relevant) </div> <div> <div> <div>Risk Assessment/Method Statement</div> <div>Witness Statements</div> <div>Photographs</div> <div>Training Certification</div> <div>Service/Site/Property Induction</div> <div>Site/Property layout plan</div> <div>Plant/equipment certification</div> <div>Other (please specify)</div> </div> </div> </div>		
Page 5 - For H&S Team use only		
<i>The H&S team will complete this section using the detailed information you have provided and forward to Employee Services for recording purposes.</i>		

APPENDIX 2 - REPORTABLE INCIDENTS UNDER RIDDOR

1. An accident resulting in FATALITY either immediately or within one year of the accident.
2. A Specified INJURY to workers:
 - Any fracture other than fingers, thumbs or toes
 - Any amputation
 - Any crush injury to the head or torso causing damage to the brain or internal organs.
 - Loss of sight (whether temporary or permanent), a penetrating injury to the eye,
 - A chemical or hot metal burn to the eye.
 - 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
 - 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
 - requiring resuscitation or admittance to hospital for more than 24 hours
 - Loss of consciousness caused by head injury or asphyxia.
3. An accident which results in absences extending to more than 7 DAYS (excluding the day of the accident but including weekends or rest days).

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.

N.B. Fatalities or major injuries not arising out of work activity are not reportable. E.g. a resident of a home for the elderly falling due to a medical condition.

APPENDIX 3 - DANGEROUS OCCURRENCES (EXAMPLES)

In certain cases incidents need to be reported to the Health and Safety Executive even if they do not cause injury. These are “dangerous occurrences” and should not be confused with the type of incident referred to as a “near miss”.

Dangerous Occurrences include:

- **Lifting equipment**
 - The collapse, overturning or failure of any load-bearing part of any lifting equipment, other than an accessory for lifting.
- **Pressure systems**
 - The failure of any closed vessel, its protective devices or of any associated pipework (other than a pipeline) forming part of a pressure system as defined by regulation 2(1) of the Pressure Systems Safety Regulations 2000, where that failure could cause the death of any person.
- **Overhead electric lines**
 - Any plant or equipment unintentionally coming into:
 - contact with an uninsulated overhead electric line in which the voltage exceeds 200 volts; or
 - Close proximity with such an electric line, such that it causes an electrical discharge.
- **Electrical incidents causing explosion or fire**
 - Any explosion or fire caused by an electrical short circuit or overload (including those resulting from accidental damage to the electrical plant) which either:
 - Results in the stoppage of the plant involved for more than 24 hours; or
 - Causes a significant risk of death.
- **Explosives**
 - Any unintentional:
 - fire, explosion or ignition at a site where the manufacture or storage of explosives requires a license or registration, as the case may be, under regulation 9, 10 or 11 of the Manufacture and Storage of Explosives Regulations 2005; or,
 - explosion or ignition of explosives (unless caused by the unintentional discharge of a weapon, where, apart from that unintentional discharge, the weapon and explosives functioned as they were designed to) except where a fail-safe device or safe system of work prevented any person being endangered as a result of the fire, explosion or ignition.
 - Any explosion, discharge or intentional fire or ignition which causes any injury to a person requiring first-aid or medical treatment, other than at a mine or quarry.
 - The projection of material beyond the boundary of the site on which the explosives are being used, or beyond the danger zone of the site, which caused or might have caused injury, except at a quarry.

(In this paragraph, ‘danger zone’ means the area from which persons have been excluded or forbidden to enter to avoid being endangered by any explosion or ignition of explosives.

The failure of shots to cause the intended extent of collapse or direction of fall of a structure in any demolition operation.

- **Biological agents**

- Any accident or incident which results or could have resulted in the release or escape of a biological agent likely to cause severe human infection or illness.

- **Breathing apparatus**

- The malfunction of breathing apparatus:
 - where the malfunction causes a significant risk of personal injury to the user; or
 - During testing immediately prior to use, where the malfunction would have caused a significant risk to the health and safety of the user had it occurred during use other than at a mine.

- **Collapse of scaffolding**

- The complete or partial collapse (including falling, buckling or overturning) of:
 - a substantial part of any scaffold more than 5 meters in height;
 - any supporting part of any slung or suspended scaffold which causes a working platform to fall (whether or not in use); or
 - Any part of any scaffold in circumstances such that there would be a significant risk of drowning to a person falling from the scaffold.

The Health and Safety Team will determine whether an incident that does not cause injury will be reportable or otherwise as a “dangerous occurrence”. Further information can be obtained from the Health and Safety Team at: Health.Safety@eastdunbarton.gov.uk

APPENDIX 4 - REPORTABLE OCCUPATIONAL DISEASES

Diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- 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.

Specific guidance is also available for:

- occupational cancers
- diseases associated with biological agents

Further information can be obtained from the Health and Safety Team at:
Health.Safety@eastdunbarton.gov.uk

APPENDIX 5 - REPORTABLE GAS INCIDENTS

RIDDOR Regulation 11 (1)

Applies where there has been an incident which has resulted in **death or major injury**. This normally applies to carbon monoxide poisoning, fire, explosion, loss of consciousness or when a person has been taken to hospital for treatment.

As soon as basic information has been gathered then the responsible person(s) appointed by East Dunbartonshire Council (Registered with Gas Safe) i.e. The Gas Compliance Officer or appropriate Team Leader and or The Health and Safety Manager shall notify the HSE without delay by telephone (i.e. within 2 hours of attending the incident) and send an online report within 14 days from the incident using the online system (Report of a Flammable Gas Incident – online form which may be found at <http://www.hse.gov.uk/riddor/report.htm>).

The web site provides a telephone number for reporting RIDDOR 11(1) deaths and injuries. Telephone the Incident Contact Centre on Tel: 0345 300 9923 between working hours (Monday to Friday 08.30 to 17.00 for more information please visit the website detailed above.

the responsible person(s) must contact either the Property Maintenance Manager for domestic premises and the Estates Team Leader for non-domestic premises as well as The Health & Safety Manager to report details internally as soon as reasonably practicable.

ATTENDING A GAS INCIDENT

Where gas engineers encounter a gas incident in accordance with 11 (1) explained above then, it is extremely important that the incident scene is not disturbed so as to preserve evidence for any future investigation. However if safe to do so, they shall make safe in accordance with industry standards. The person on site shall immediately contact:

- The emergency services, where necessary
- The gas emergency service provider SGN 0800 111 999 and or the Gas Supplier and record all job reference numbers for audit purposes on forms.
- Your line manager and the approved responsible person(s) appointed by East Dunbartonshire Council i.e. the Gas Compliance Officer and or a member of the Health and Safety Team.

It is important to record all actions undertaken, as they will assist those parties involved in any subsequent incident investigation.

DO NOT OFFER ANY COMMENTS TO MEMBERS OF THE PRESS.

RIDDOR Regulation 11 (2)

Where an approved person (Gas safe registered engineer) working on behalf of East Dunbartonshire Council who is a member of a class of persons approved by the Health and Safety Executive (HSE), has sufficient information to decide that the design, construction, manner of installation, modification or servicing of a gas fitting is or could have been likely to cause death, loss of consciousness or a person has been taking to hospital because of -

- An accidental leakage of gas, or

- Inadequate combustion, or
- Inadequate removal of combustion products of combustion of gas

As soon as basic information has been gathered about the unsafe gas appliances or fittings, by the gas engineer then they must contact the responsible person(s) appointed by East Dunbartonshire Council (Registered with Gas Safe) i.e. The Gas Compliance Officer or appropriate team leader who will notify the HSE using the online system (Report of a Dangerous Gas Fitting – online form <http://www.hse.gov.uk/riddor/report.htm>) **which must be completed within 14 working days of the incident.**

ALL RIDDOR REPORTABLE GAS INCIDENTS WILL BE REPORTED EXCLUSIVELY BY THE RESPONSIBLE PERSON(S) APPOINTED BY EAST DUNBARTONSHIRE COUNCIL. FOR INSTANCE THE GAS COMPLIANCE OFFICER, APPROPRIATE TEAM LEADER AND OR A MEMBER FROM THE HEALTH & SAFETY TEAM.

The approved responsible person(s) (will generate a registered PDF copy of the RIDDOR Form along with any HS1a and HS1b forms, keep your own copies for audit purposes and send copies to the Health and Safety Team so they can keep copies on file for their records.

Further information can be obtained from the responsible person(s) appointed by East Dunbartonshire Council i.e. The Gas Compliance Officer, Technical and Compliance Manager and the Health and Safety Team at: Health.Safety@eastdunbarton.gov.uk

APPENDIX 6 – EXAMPLE HEALTH AND SAFETY COMMITTEE STATISTICS

Table 1: Summary of Accidents/Incidents for each area within QX YYYY/YY

Type of Accident/Incident	Executive areas	Education	HSCP	Total
Another Kind of Accident				
Burns				
Cuts				
Gas Incidents				
Fall from Height				
Hit by something fixed or stationary				
Injured by handling, lifting or carrying				
Physically assaulted by a pupil				
Injury caused by physical activity				
Slipped, tripped or fell on the same level				
Verbally assaulted by a pupil				
Verbally assaulted by a person				
Physically assaulted by a person				
Hit by moving, flying or falling object				
*Near Miss figure in brackets()				
TOTAL				

Table 2: Comparison of Accidents/Incidents for QX YYYY/YYYY and QX YYYY/YYYY

Type of Accident/Incident	Q1 YYYY/YY	Q1 YY/YY%	Q1 YYYY/YY	Q1 YY/YY%	% Difference +/-
Another Kind of Accident					
Burns					
Cuts					
Gas Incidents					
Fall from Height					
Hit by something fixed or stationary					
Injured by handling, lifting or carrying					
Physically assaulted by a pupil					
Injury caused by physical activity					
Slipped, tripped or fell on the same level					
Verbally assaulted by a pupil					
Verbally assaulted by a person					
Physically assaulted by a person					
Hit by moving, flying or falling object					
*Near Miss figure in brackets()					

Grand Total					
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Table 3: Summary of RIDDOR's reported in Quarter x YYYY/YY

Executive Areas	Month/Year	Month/Year	Month/Year	Month/Year	Total
Education					
Executive Areas					
HSCP					