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**East Dunbartonshire Council**

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 Your Health Matters

## **HEALTH AND SAFETY**

### **ACCIDENT & INCIDENT REPORTING PROCEDURE**

**For the**

**Reporting of Accidents, Injuries, Diseases And  
Dangerous Occurrences Regulations 1995  
(RIDDOR)**

## 1.0 INTRODUCTION:

- 1.1. This procedure revokes the previous arrangements for reporting of accidents/incidents within East Dunbartonshire Council. It takes into account the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995, the Social Security Act 1975, the Data Protection Act 1998 and any amendments thereof.
- 1.2. It should be noted that the original accident book, BI 510 is now 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 Section.

## 2.0 DEFINITION

- 2.1 An ACCIDENT / INCIDENT is an unplanned, unforeseen event which could lead to or could have led to injury / harm to persons, damage to plant or other loss.

## 3.0 SCOPE:

- 3.1 The scope of these arrangements is to cover all employees of East Dunbartonshire Council whilst they are at work and others **not** in its employ that may be affected by its undertaking, e.g. contractors, public, and the environment.

## 4.0 OBJECTIVES

- 4.1 To ensure individual employees of East Dunbartonshire Council involved in accident/incident reporting is aware of the legislative requirement to report certain accidents/incidents whilst achieving and maintaining an acceptable standard of reporting.
- 4.2 Accident investigation and Recording:  
It is a requirement of the Management of Health and Safety at Work Regulations 1999 to undertake accident investigations to determine the basic and underlying causes and those measures are put in place to prevent a recurrence.
- 4.3 In line with the above the following should be undertaken:

- a) **Notification and recording**

Every employee who suffers personal injury at work must ensure that their line manager is informed as soon as possible after the incident. The Injured employee along with the line manager must also ensure that details of the accident are entered in the internal reporting PER (HS1a) form located within the Health and Safety section within the HUB and forwarded to the Health & Safety team at Broomhill either electronically or by hard copy no longer than 10 days after the date of the accident.

When the completing PER (HS1a) the injured person should indicate in the box provided within section 3 their consent or otherwise for Trades Union Representatives to view their personal details. On receipt of the completed form the Health and Safety section will issue a photocopy to the responsible person for retention in a secure manner.

Where the injured person is a non-employee they will be issued with an acknowledgement slip bearing a unique number for their retention.

**b) Appointment of responsible persons**

Executive Officers will act as or designate a responsible person e.g. Head Teacher, Area Housing Officer or Office Manager to notify the Health and Safety Section and forward the completed internal accident reporting form PER (HS1a). The responsible person will allow only access to accident records to authorised persons.

The following should be available in Council establishments:

- Access to the electronic HS1a form on the HUB or available from line managers.
- Blank copies of the Council incident report form PER (HS1a) if access to the HUB is not available
- In each reported case the Health and Safety Section will retain the original copy of PER (HS1a) form for a period of three years after the date of the incident.

**c) Investigation**

As part of these arrangements every accident/incident will be investigated by the injured person's supervisor/line manager to determine the basic and/or underlying cause. As a result of that investigation measures identified to prevent a recurrence should be entered in Section 7 of the reporting form PER (HS1a).

Details of lost time through incidents should be sent to the Health and Safety Section using the form in Appendix 2(a) as soon as possible to satisfy the reporting time constraints set by the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) 1995.

Major accidents and those with the potential for serious consequences will be investigated by the Council's Health and Safety Adviser(s).

**d) Action required for all incidents, dangerous occurrences and diseases**

The Council is required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 to notify the Health and Safety Executive (HSE) of fatalities, major injuries, over 7 day absences from work, dangerous occurrences and diseases as described in Appendices 3, 4 and 5.

In these cases the responsible person should notify the Health and Safety team by telephone immediately. The PER (HS1a) should be completed and sent to the Health and Safety Section, Human Resources Department within 10 days of incident occurring or on the 8th day of absence from work if the incident involves an over 7 day absence.

The Health and Safety Section will undertake notification on the prescribed form (F2508/F2508A) to the Health and Safety Executive and retain a copy within the Health and Safety Section files.

**e) Action required in the event of a fatality**

In the event of a fatality arising out of, or in connection with work the responsible person should undertake the following actions:

- (i) Follow procedure in d) above.
- (ii) Advise Chief Executive or Deputy
- (iii) Inform the Strategic Director/Head of Service
- (iv) Inform Health and Safety Adviser immediately
- (v) The Council's Health and Safety Adviser will notify the Health and Safety Executive as soon as possible after the event by the quickest method, e.g. telephone.

**f) Action required in the event of a dangerous occurrence.**

In the event of a dangerous occurrence the responsible person of the department should:

- (i) Follow procedure in d) above, and
- (ii) Inform the Head of Service
- (iii) Inform Health and Safety Adviser

Examples of Dangerous Occurrences can be found in Appendix 4

**g) Action required in the event of a reportable disease**

There are a number of specific occupational diseases listed in Schedule 3 of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 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.

In order to ensure that this requirement is complied with the details should be entered onto the PER (HS1a) form and submitted to the Health and Safety Section.

Examples of Reportable Diseases can be found in Appendix 5.

**h) Action to be taken when an incident involves a contractor**

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 Section. **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 controller of the premises/head of establishment to contact the Health and Safety Section by the quickest method (e.g. telephone).

**NB** - Attached is a flow chart depicting the action(s) to be taken in the event of an accident/dangerous occurrence.

**INTERNAL ACCIDENT/INCIDENT REPORT FORM PER (HS1a)**

Completing the Internal Incident Report Form

In order to comply with the legal obligations placed on East Dunbartonshire Council by the Health and Safety at Work etc Act 1974 and the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) 1995, it is essential that all sections of the form are completed.

Stages for completion

1. Clearly indicate the Strategic Service Grouping and Location (see sample PER (HS1a))
2. Incident

Indicate all the incident details and also who the incident was reported to.

3. Injured Person: - applicable if the form is being used to report accident involving persons.
  - a) Full name and postal address is required along with the job title, where appropriate, at the time of the incident e.g. teacher, joiner.
  - b) Name, address and telephone number of the work base is required e.g. school, office or depot.
  - c) The status of the injured person, tick the appropriate box or write in other category, indicate name/address of contractor's company where appropriate.
  - d) Indicate which part of the body has been injured (if appropriate).
  - e) Indicate if injured person gives consent for Trade Union Representation to view personal details.

**4. Person Completing Form**

Full name, home address and occupation of person completing PER (HS1a) is required.

**5. Description of incident and cause.**

Indicate the exact location of incident e.g. room number, area within site etc.

Use this box to indicate how the incident occurred and its cause. Include details of machinery, equipment used and other relevant details and names of witnesses – continue on separate piece of paper and send with the form PER (HS1a), if necessary.

**6. RIDDOR 1995**

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 require East Dunbartonshire Council to report to the enforcing authority, Health and Safety Executive certain categories of accidents, as indicated in Appendices 3, 4 and 5.

This will be undertaken by the Health and Safety Team.

**7. Supervisor/Department Manager**

The name, designation, work base address and telephone number for the Supervisor/Department Manager should be indicated along with the date the incident was reported to the Supervisor/Department Manager who should submit it to the nominated responsible person.

**There should be clear identification of the results of the Team Leader/ Manager's investigation into the incident and the steps taken to prevent a recurrence. Copies of any departmental investigation report should be attached.**

8. The form must be dated and signed by the Team Leader or Manager and submitted to the Health and Safety Team.

## **LOST TIME INCIDENTS**

In the event of an incident including an act of physical violence, resulting in an absence of more than 3 consecutive days (excluding the day of the incident but including week-ends and rest days) the responsible person should submit a report of the investigation of the incident to the Health and Safety Section.

**LOST TIME INCIDENT FORM**

Name of injured person \_\_\_\_\_

Department \_\_\_\_\_

Nature of injury  
(Part of body affected) \_\_\_\_\_

Date of incident \_\_\_\_\_

Date of Absence from work \_\_\_\_\_

Date Returned to work \_\_\_\_\_

Action taken to  
prevent Recurrence \_\_\_\_\_

Any other relevant details \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_  
(Manager)



**Notifiable Accidents**

i) an accident resulting in FATALITY either immediately or within one year of the accident.

ii) a specified MAJOR INJURY CONDITION.

- Any fracture other than fingers, thumbs or toes

- Any amputation

- Dislocation of the hip, shoulder, knee or spine

- Loss of sight (whether temporary or permanent), a penetrating injury to the eye, a chemical or hot metal burn to the eye.

- Any injury (including burns) resulting from electric shock, leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.

- Any other injury

- a) leading to hypothermia, heat induced illness or unconsciousness

- b) requiring resuscitation or,

- c) requiring admittance to hospital for more than 24 hours

- Loss of consciousness caused by asphyxia, exposure to a harmful substance or biological agent.

- Either of the following conditions which result from exposure to any substance by inhalation, ingestion, injection or absorption through the skin.

- a) acute illness requiring medical treatment

- b) loss of consciousness

- Acute illness which requires medical treatment where there is a reason to believe that this resulted from exposure to a biological agent or toxin, or infected material.

iii) an accident which results in absences extending to more than 7 DAYS (excluding the day of the accident but including weekends or rest days).

NB 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.

### **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

- a) the collapse or over-turning of lifts or hoists, access cradles and fork lift trucks.
- b) failure of pressure systems where the failure has the potential to cause the death of any person.
- c) Collapse of scaffolding more than 5 metres in height, or erected over water.
- d) Escape of anything from, or damage to, a pipeline, which has the potential to cause the death of any person.
- e) Any unintentional contact of plant or equipment with uninsulated overhead electric lines over 200 volts or discharge due to proximity to it.
- f) Electrical short circuit resulting in power loss for more than 24 hours.

The Health and Safety Section 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, 0141 601 5528/5531/5647.

### Reportable Diseases (Examples)

Many illnesses can be due to the physical demands of the work activity or exposure to chemical or biological agents present.

The following list is for guidance only and should not be taken as complete. Reportable diseases include

- Certain poisonings;
- Some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne;
- Lung diseases including; occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma;
- Infections such as leptospirosis, hepatitis, tuberculosis, anthrax, legionellosis and tetanus;
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

The Health and Safety Section will determine whether an incident that does not cause injury will be reportable or otherwise as a "reportable disease".

Further information can be obtained from the Health and Safety Adviser 0141 601 5528/5531/5647.