



From mountain to sea

Health and Safety Policy & Guidance Accident & Incident Recording

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POLICY STATEMENT

This document is intended to provide guidelines for all Aberdeenshire Council employees on the recording of accidents/incidents, and in certain circumstances the reporting of these to the Health & Safety Executive (HSE).

SCOPE OF THE POLICY

This policy applies to all employees and third parties involved in an accident (specified, major/minor) or incident (violent/ near miss) which happens on Aberdeenshire Council premises or during activities for which Aberdeenshire Council are responsible.

OBJECTIVES

The objective of this policy and guidance is to ensure that details of all accidents/incidents are recorded in a comprehensive and standardised way which can be used by the organisation, if necessary, as evidence of compliance with legal requirements, in the provision of information to clarify facts around what has happened in a given situation and for the collation of accident/incident statistics for the purpose of identifying trends, assessing risk and prioritising preventative action.

RESPONSIBILITIES

Services are responsible for the implementation of this policy and should:

- Ensure that all accidents/incidents are reported/recorded within the corporate accident and incident reporting system and investigated where necessary.
- Ensure control measures are in place to eliminate or reduce the effects of hazards identified by risk assessment.
- Keep the required records such as those of an investigation carried out by the service
- Arrange necessary information, instruction or training for relevant employees where required. This include refresher training or reissuing instructions if this is identified as a contributing factor to an accident/incident.

WHAT HAS TO BE REPORTED/RECORDED?

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), the Council has a legal duty to report and record certain specified injuries, diseases and dangerous occurrences to the Health and Safety Executive (HSE) who are the enforcing authority.

The Council is also required to record any significant minor injury, near miss and violent incidents.



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EMPLOYEES

Injuries to employees resulting from an accident arising out of or in connection with work which result in a fatality, a specified injury (listed below), or an incapacity to undertake their normal duties for more than 7 days are reportable to the HSE.

Where any person at work dies, or suffers a major injury, this must be reported to the HSE and the Council's Health, Safety and Wellbeing Team by the quickest practicable means, this would usually be by phone.

THIRD PARTIES

A third party being taken directly from the scene, as a result of any work related injury to hospital (or similar treatment) is reportable to the HSE.

The term 'third party' would include but is not limited to:

- Residents in care homes
- All 'Service Users'
- Visitors to any council buildings or premises
- Any members of the general public, including pupils at school, who may be affected by any council work activity

INJURIES AND INCIDENTS THAT ARE REPORTABLE TO HSE

SPECIFIED INJURIES TO WORKERS

The list of 'specified injuries' in [RIDDOR 2013](#) includes:

- a fracture, other than to fingers, thumbs and toes
- amputation of an arm, hand, finger, thumb, leg, foot or toe
- permanent loss of sight or reduction of sight
- crush injuries leading to internal organ damage
- serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs)
- scalping's (separation of skin from the head) which require hospital treatment; unconsciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours

An example would include an employee suffering a specified injury whilst carrying out their normal duties.

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OVER 7 DAY INJURIES

An over-7-day injury is one which has not been reported as a 'major injury' but results in the injured person being away from work or unable to undertake their full range of normal duties for more than seven days, not counting the day of the accident, but including any days which they would not have normally been working (i.e. weekends, rest days or holidays must be included). An example would include an employee suffering a minor injury but is off work due to the injury for 10 days.

OCCUPATIONAL DISEASE – REPORTABLE TO HSE

This is a work-related disease which is reportable to the HSE under RIDDOR. The HSE must be notified as soon as the employer has received a formal written diagnosis from a Doctor confirming the employee has one of the identified [occupational diseases](#), **and** there is reason to believe that the disease is likely to have been caused in relation to their work activities.

The Occupational Health Adviser should be notified in the first instance and all reports made through the Council's accident and incident reporting database.

DANGEROUS OCCURANCES – REPORTABLE TO HSE

A dangerous occurrence is a major incident that has the potential to cause harm. This is reportable to the HSE if it appears [within Schedule 2 of RIDDOR](#).

Where an injury has occurred and is reportable under any of the previous categories then the dangerous occurrence is not required to be reported separately.

ACCIDENTS AND INCIDENTS - NOT REPORTABLE TO HSE

MINOR INJURY

A work related injury which does not fall into the 'reportable' classification under RIDDOR. This should still be reported on the corporate accident and incident database. An example would include an employee suffering a minor injury whilst carrying out their normal duties at work

NEAR MISS INCIDENTS

Where no actual injury or damage has occurred, and only good fortune has prevented an injury from happening. This should still be reported on the corporate accident and incident database. An example would include an employee narrowly being missed by a falling cabinet in a depot.

VIOLENT INCIDENTS

A violent incident as classified within the Aberdeenshire Council Violence Policy.

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INVESTIGATIONS OF ACCIDENTS AND INCIDENTS

Line Managers are required to investigate **all** accidents and incidents, record the results within the report in the corporate accident and incident reporting system and inform relevant individuals of the outcome. If more than one person is injured in the same incident there must be separate entries into the system for each of those persons.

After investigating any accidents or incidents reported to them, line managers should take the appropriate action necessary to prevent a recurrence.

The following information should be confirmed and included within the accident report as well as any other relevant information:

- What was the injured person doing at the time and why?
- How was the task being undertaken and was this in line with the agreed process and risk assessment?
- What tools/equipment were being used, and were they fit for purpose?
- Were there any obvious factors that contributed to the accident/injury?
- Was a suitable risk assessment undertaken?
- Were suitable control measures in place?
- Is a review of the risk assessment and control measures required?
- Is further training required?

In some instances, it may be necessary to visit the injured person(s) at home or even in hospital to find out in detail what happened and what caused the accident so that the person in charge can complete the investigation, and take any necessary action as quickly as possible to prevent any future occurrence.

It is also very important that the injured person is kept informed of the outcome of any investigation or any action taken.

INVESTIGATION BY THE HEALTH, SAFETY AND WELLBEING TEAM

The Health, Safety and Wellbeing Team receive notification of all accidents/incidents recorded in the corporate system and will make a professional decision as to whether they feel it requires to be investigated by them. This will depend on the severity of the injuries or potential for injury.

Depending on the nature of what has happened, it may be necessary for the team to make a visit, discuss with individuals and take statements, write a report, or to call the line manager and confirm the actions proposed/ taken. Examples of when an investigation by the Health, Safety and Wellbeing Team would take place may include following a major injury to an employee who has been taken to hospital from a council workplace, a fatality, where a dangerous occurrence has happened to support the service in ensuring adequate controls are in place.



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INVESTIGATION BY THE HSE

Where a reportable accident/incident has occurred, the Health, Safety and Wellbeing team will ensure these are reported to the HSE based on the report provided by the service.

The HSE will make a judgement from the information provided as to whether they wish to investigate.

ALL WORK-RELATED ACCIDENTS AND INCIDENTS, REPORTABLE OR NOT TO THE HSE, MUST BE RECORDED ON THE CORPORATE ACCIDENT AND INCIDNET REPORTING SYSTEM

WHO SHOULD REPORT?

The injured person's line manager should be informed as soon as possible and is the person responsible for ensuring that the report is completed. On some occasions when this is not possible it will be the 'person in charge' at the time of the accident. The injured person should not complete the report/investigation themselves.

HOW TO REPORT

The Council uses a corporate accident and incident reporting system for all accidents and incidents. This can be accessed through Arcadia.

Where any person at work dies, or suffers a specified injury, this should be reported to the HSE and the Council's Health, Safety and Wellbeing Team by the quickest practicable means. Depending on the seriousness of the incident, you may also need to inform your Service Director, the Council's Communication, HR, Legal or Insurance Sections.

Contact number for the HSE:

- Tel: 0845 300 9923 (Fatalities and Specified Injuries **only** Quoting Ref: W6J2Q)

INFORMATION, INSTRUCTION AND TRAINING

INDUCTION TRAINING

Line managers should communicate the reporting procedures for any accidents/ incidents to their employees at Induction. Employees should be instructed to report any work-related accident, symptom, violent incident or near miss to their line manager as soon as possible, who will investigate as appropriate.



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TRAINING ON THE USE OF THE ACCIDENT REPORTING SYSTEM

An e-learning package is available on [ALDO](#) for all employees who have access to the accident/incident reporting system. All employees required to input into this system must complete the training prior to use and should complete refresher training every 3 years. A record of this training will be maintained on ALDO.

For further advice and guidance please contact the Health, Safety and Wellbeing Team on 01467 537515.

Date of Review	Reason for Review	Name of Reviewer
15/03/2021	Update to include internal audit recommendations	Holly Morrison - Health, Safety and Wellbeing Team Manager