**Updated Guidance for Corporate Accident and Incident Recording System (CAIRS) April 2022**

This guidance applies to the recording of accident and incidents involving all employees and third parties which occur on Aberdeenshire Council premises or in relation to activities for which Aberdeenshire Council are responsible.

**OBJECTIVES**

The objective of this 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
* as evidence of compliance with legal requirements
* to ensure that clear information and facts, in regard of the investigations, findings and remedial action required is recorded by those responsible for managing and controlling the activities so that recurrence can be avoided
* for the collation and analysis of accident/incident statistics for the purpose of identifying trends, assessing risk, and implementing preventative action

**RESPONSIBILITIES**

Services are responsible for:

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

**WHAT HAS TO BE REPORTED/RECORDED?**

Aberdeenshire Council has a legal duty to report and record certain specified injuries, diseases and dangerous occurrences to the Health and Safety Executive (HSE). The Council is also required to record any significant minor injury, near miss and violent incidents.

**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 life changing injury, this must be reported to the HSE and the Council’s Health, Safety and Wellbeing Team by the quickest possible 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 place for 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 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](https://www.legislation.gov.uk/uksi/2013/1471/regulation/4/made) includes:

* 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.

**OVER 7 DAY INJURIES**

An over-7-day injury is one which has not been reported as a ‘specified 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, work-related, injury but is off work due to the injury for 10 days.

**OCCUPATIONAL DISEASE**

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](https://www.legislation.gov.uk/uksi/2013/1471/regulation/8/made), **and** there is reason to believe that the disease is likely to have been caused in relation to their work activities.

The Occupational Health Nurse Adviser should be notified in the first instance and all reports made through the Corporate Accident and Incident Reporting System (CAIRS).

**DANGEROUS OCCURANCES**

A dangerous occurrence is an incident that had the potential to cause serious or catastrophic harm. These are serios incidents that are listed [within Schedule 2 of RIDDOR](https://www.legislation.gov.uk/uksi/2013/1471/schedule/2/made). Dangerous Occurrences should not be confused with the Near Miss category which is for recording less serious events. If any injury has occurred and is reportable under any of the previous categories then, as an injury has occurred, the dangerous occurrence is not required to be reported.

**ACCIDENTS AND INCIDENTS - NOT REPORTABLE TO HSE**

**MAJOR INJURY**

These are injuries that are ‘major’ by their definition, but do not meet the requirements to be reported to the HSE. An example would be a school sports injury – a pupil falls and breaks their wrist while playing at lunchtime. There is nothing to indicate that the incident was work-related, and it was deemed to have been a result of ‘the normal rough and tumble of a play activity’ so the injury is 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 INCIDENT**

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 INCIDENT**

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

**HOW TO REPORT**

The Council uses its Corporate Accident and Incident Recording System (CAIRS) to record all accidents and incidents.

The report system can be accessed [here](https://abshire.cherwellondemand.com/CherwellPortal/askhrv2/SamlLogin/Dashboard/Accident%20and%20Incident%20Reporting%20Landing%20Page), or through the [askHR self-service portal](http://www.askhr.it).

**INVESTIGATIONS OF ACCIDENTS AND INCIDENTS**

Line Managers are required to ensure that all accidents and incidents are appropriately investigated, the results recorded in the corporate accident and incident reporting system and ensure that the relevant individuals are informed of the outcome.

If more than one person is injured in the same incident there must be separate entries into the system for each person. 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 the injured person was doing at the time and why
* How the task was being undertaken and was this in line with the agreed process and risk assessment
* Details of any tools or equipment that were being used, and were they fit for purpose
* Whether there were any obvious factors that contributed to the accident/injury
* Was there a suitable risk assessment undertaken for the work/activity
* Were there suitable control measures in place
* Whether a review of the risk assessment and control measures is required
* Whether further training is required

In some instances, it may be necessary to visit the injured person (IP) at home or even in hospital to obtain crucial information from the IP and better establish what happened and what

caused the accident. This will allow the investigator to 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 judgement as to whether they feel it requires to be investigated by them or not. This will depend on the severity of the injuries or, in the case of a non-injury event, the potential for injury.

Depending on the type of incident, it may be necessary for the team to make a visit, discuss the incident with individuals and take statements, write a report, or purely 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 or where a dangerous occurrence occurred.

**INVESTIGATION BY THE HEALTH AND SAFETY EXECUTIVE(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.

**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.

The Health, Safety and Wellbeing Team will report any incidents that meet the requirements to report to HSE.

However, in the case of a fatality or life changing injury the HSE can be contacted on 0845 300 9923 (Fatalities and Life Changing Specified Injuries **only** Quoting Ref: W6J2Q), you will also need to inform your Service Director and your Health and Safety Advisor as a matter of urgency.

**INDUCTION TRAINING**

Line managers should communicate the reporting procedures for any accidents/ incidents to their employees as part of their 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.

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

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| 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. |
| 17/03/2022 | Updated to reflect new reporting system | David Robb – Senior Practitioner, Health Safety and Wellbeing |