Isle of Anglesey County Council

Accident / Incident Policy

1.0 March 2016

About this policy

This procedure explains the process for reporting and investigating accidents / incidents, near misses or dangerous occurrences within the undertaking of the Ynys Mon County Council.

The recording of accidents at work is required to comply with various legislation including The Social Security Act 1975 as amended and The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The Policy is supported by resources on the Council's website.

Revision history

Version	Date	Summary of changes
1.0	March 2015	Updated to reflect changes to RIDDOR Regulations
1.0	May 2017	No change
1.0	April 2018	No change
1.0	April 2019	No change
1.0	December 2020	No change

Date of next review	
This policy will be reviewed in:	April 2021
The review will be undertaken by:	Corporate Health and Safety Team

Contact Details:

Corporate Health and Safety Team (healthandsafety@anglesey.gov.uk)

We are happy to provide this policy in alternative formats on request. Please use the above contact details.

Mae'r ddogfen yma ar gael yn y Gymraeg.

This document is available in Welsh.

Contents

1) INTRODUCTION

This procedure explains the process for reporting and investigating accidents / incidents, near misses or dangerous occurrences within the undertaking of the Ynys Mon County Council.

The recording of accidents at work is required to comply with various legislation including The Social Security Act 1975 as amended and The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Enforcement of health and safety matters at the Ynys Mon County Council is undertaken by the Health and Safety Executive (HSE).

2) DEFINITION

Accident: is an unplanned event which causes injury to persons, damage to property or a combination of both.

An Incident: An Incident is an unplanned, uncontrolled event, which may result in damage rather than injuring a person. For example: a shelf has collapsed breaking the items stored on it, no one was hurt but the incident prompted the member of staff responsible for the area to review safe storage of materials.

Near miss: is an unplanned event which does not cause injury or damage, but could do so. Examples include: Articles falling near to people or short-circuits on electrical equipment.

An Injury: An Injury is the harm a person suffers because of an accident.

Deaths: All deaths to workers and non-workers must be reported if they arise from a work-related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident

Specified injuries to workers: RIDDOR 2013 sets down a list of 'specified injuries' to workers which must be reported.

Reportable Over Seven Day Injuries: An over-7-day injury is one which results in an injured person being away from their place of work; or is unable to do the full range of their normal duties for more than seven days.

Over 3 day injuries: Any other occupational accident causing injuries that result in a worker being away from work or incapacitated for more than three

consecutive days (not counting the day of the accident but including any weekends or other rest days). There is no requirement to report over-three-day injuries, unless the incapacitation period goes on to exceed seven days.

A Disease: A Disease is an illness or development of symptoms caused by exposure at work to a particular agent or activity. For example, hand arm vibration or occupational asthma (asthma caused by a work activity). Definitions of prescribed diseases which require reporting are detailed in RIDDOR 2013.

A Dangerous Occurrence: The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 define specific incidents as requiring reporting to the HSE. An example would the failing of a load bearing part of lifting equipment. All accidents and incidents should be reported to the Corporate Health and Safety Team to be assessed as to whether the accident / incident would be defined within this category.

3) DUTIES UNDER THE REGULATIONS

The Social Security Act 1975 requires employers to maintain details of personal injuries with regard to work activities.

RIDDOR requires the reporting of certain accidents, incidents, illnesses and dangerous occurrences to the HSE.

The Management of Health and Safety at Work Regulations 1999 (as amended) as amended requires employers to carry out risk assessments and review as required. If an accident has occurred there is a possibility the risk assessment is not sufficient and needs review.

The Management of Health and Safety at Work Regulations 1999 (as amended) as amended requires employers to monitor work activities, this would include the monitoring of accidents.

The HSE guidance document, HSG65 ‘Managing for Health and Safety’ contains an element which requires review of the work processes. This would include the comparison with accident data for the work processes.

In the event of an accident or incident resulting in injury, the Isle of Anglesey County Council will, in accordance with its First-Aid Policy, Health and Safety at Work Act and the Management of Health Safety at Work Regulations 1999 (as amended), ensure that appropriate First-Aid treatment is administered and appropriate accident investigation report(s) undertaken.

4) ACCIDENT REPORTING PROCESS IN THE WORKPLACE

System of Work

All accidents and near-miss incidents must be reported, however minor. In order to achieve this, the following should be adopted:

- Obtain treatment for the injury from a first aider or other appointed person, as appropriate.

- If required, make the area safe following the incident (e.g. by using barriers, warning notices), to safeguard other personnel in the vicinity (except where the accident results in a major injury, in which case the scene should be left undisturbed until advised otherwise by the enforcing authority).

- Enter details in the accident book / ADIR form.

- Inform the injured person's manager (or a responsible person) of the incident. This person will hold details of accidents / incidents at a local level.

- Inform the Corporate Health and Safety Team as soon as possible with information on the accidents / incident. The Corporate Health and Safety Team should be informed of the findings and recommendations of the local level investigation.

- Review existing workplace risk assessments and safe systems of work in light of the accident investigation results.

The most important steps are to:

- Make sure that all the relevant details are reported as soon as possible, in accordance with established procedures;

- Remove residual hazards that may pose a risk for other people in the area if it is safe to do so;

- Notify management of incapacity for work that results from an injury sustained during a work activity;

- Review existing systems of work to prevent a reoccurrence.

5) GUIDANCE ON COMPLETING AN ACCIDENT/ INCIDENT FORM (ADIR)

When to complete an ADIR Form

An accident/incident form must be completed where anyone has been injured, anything was damaged, stolen or lost whilst undertaking their duties for or on behalf of the Council, or if the incident arises from the Council's undertakings. This form must be filled in whether an injury was incurred or not.

Who completes the ADIR Form

Members of staff can complete the form, but it is preferable for Line Managers to do so. If a member of staff completes the ADIR form, it is essential that their Line Manager is then given a copy to retain for their own records.

What happens to the completed ADIR form

Following an initial investigation by the Line Manager the completed form must be forwarded to the Health and Safety Team. This should be done as soon as possible but not later than 7 days of the Accident / Incident occurring, via email or post. If the investigation is to take longer than 7 days, the form should be sent as soon as possible and additional information forwarded when available. Staff must be aware that the 7 days relates to actual days and not working days. This is necessary in order for the Isle of Anglesey County Council to meet its legal requirements in relation to reporting accidents / incidents to the HSE within specified time frames.

The Corporate Health and Safety team will, on receipt of ADIR, assess the information provided on the form with regard to seriousness of cause and outcome. An assessment will be made of the investigation information in the form and any actions taken to reduce the risk of recurrence. A copy will automatically be forwarded by the Corporate Health and Safety team to the Risk and Insurance Manager.

All ADIRs received will be recorded onto the internal corporate database of accidents / incidents. The Corporate Health and Safety Advisors will report Accidents / incidents classified under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) to the HSE in compliance with the regulations. However, in relation to fatalities occurring out of hours or during weekend or holiday periods, responsibility to report to the HSE will fall to the senior manager. In addition to this, fatalities must be reported to senior management and to Corporate Health and Safety within 1 working day.

How to complete an ADIR form

It is important to complete **ALL** sections, stating N/A (not applicable) where necessary. The information needs to be to the point and easily understood.

Section by Section

Section A – Details of Accident/Incident

Where did the Accident/Incident occur? – Provide as precise a location as possible i.e. Ysgol Bodedern, Canteen. Stating the date and time of the incident or when discovered if details not known (e.g. flooding discovered after the weekend). A brief description of what happened is needed, giving as much detail as possible, please include what was done to assist or resolve problem.

Section B – (about the Injured/Involved person)

This section is self-explanatory, be sure to clarify status of person i.e. Employee, Service User.

Section C – (About the injury if any)

This section will need details of the injury and the part of the body affected. Please ensure that you answer all questions in this section. Witnesses to the Accident / Incident will need to be identified and their details recorded as they may be contacted at a later date.

Section D – Stolen or lost property

This section to be completed when items / property have been damaged, lost or stolen. An estimate of the value of the item at the time it was lost or stolen, or of the repair cost is required. If the Police have been informed please state the crime reference number.

Section E – Declaration

This section should be completed by the Line Manager or person who is reporting the Accident / Incident, stating Name, Occupation and Contact number.

The final part of the declaration gives detailed information on how to return the completed ADIR form.

Section F – Investigation

This section is for Office Use, and will be completed by the Corporate Health and Safety Advisor and Health and Safety Administrator using information provided in the form and follow up information.

6) RESPONSIBILITIES

Health and Safety Level One Managers

The Chief Executive Officer is the person ultimately responsible for ensuring compliance with health and safety legislation. The Chief Executive may delegate the duty to the Assistant Chief Executive Officers to carry out their duties as contained within this procedure.

Health and Safety Level Two Managers

Heads of Service should ensure that their section or department, have appropriate resources in order to comply with this procedure. Resources would include staff, time and funding.

All Level Two Managers must ensure Line Managers are provided with adequate information instruction and training in suitable information and training will be given to all personnel regarding accident reporting and the location and completion of the ADIR(S) forms.

Health and Safety Level Three Manager

Level three managers must ensure all employees are adequately trained to carry out their work safely and provided with information on safe working practices and accident prevention.

Managers must review risk assessments after an accident has occurred and ensure they determine the sequence of events leading to the accident. An accident investigation should be carried out to determine the human, organisational or job factors that gave rise to the unsafe acts or conditions that were likely to have caused the accident.

Corporate Health and Safety Advisor

Corporate Health and Safety Advisor(s) should provide advice on this procedure and supporting documentation. Follow up investigation reports and carry out investigation on more serious incidents / accidents. Corporate Health and Safety Advisors will liaise and provide information to the HSE on accidents / incidents as required.

Employees

It is the responsibility of individual employees to report accidents / incidents to their line manager as soon as possible. In most cases, individual employees will complete their own accident report form but it is important that this form is forwarded to health and safety department.

FURTHER INFORMATION

For further information contact the Corporate Health and Safety Team on 01248 752820