

Health, Safety and Wellbeing Management Arrangements

Core | Consider | Complex

Accident and Incident Management

Health, Safety and Wellbeing Service

Supporting you in managing Health, Safety & Wellbeing



1. Success Indicators

The following indicators will demonstrate success in this area:

- a) Managers and Premises managers are aware of their responsibility to record, report and investigate accidents, violent incidents, near-misses and work related ill health.
- b) Managers and Premises Managers undertake appropriate investigations including details of any investigation findings (including root cause) and required remedial actions are recorded and acted upon by managers.
- c) Accidents, violent incidents, near misses and work related ill health details are reported to the Health, Safety and Wellbeing Service in line with the requirements and time limits specified in this document.
- d) Reports are made to the Health and Safety Executive (HSE) in line with the RIDDOR Regulations (this is normally carried out by the Health, Safety and Wellbeing Service).

2. Overview

It is a legal duty to record and report certain categories of accidents, incidents and ill health to the Health and Safety Executive (HSE)

All accidents and incidents at work, including violent incidents, must be reported and investigated to ensure that action can be taken to prevent any future accident or incident occurring.

Reports of work related ill health must also be reported and investigated to ensure that risks to health are reduced in the workplace.

3. Health, Safety and Wellbeing Management Arrangements

These arrangements will apply to employees, pupils, service users, contractors and members of the public if they are on county council premises or when engaged in county council activities.

3.1 Reporting Accidents/Incidents and work related Ill Health

Employees, contractors and visitors must be made aware of the requirement to report any accidents, incident or ill health and the arrangements in place for them to do so.

Pupils and service users should also be made aware of the need to report an accident/incident or ill health, but those supervising the service user /pupil group also have a responsibility to ensure these are reported. Managers must report accidents/incidents to the Health, Safety and Wellbeing Service.

Accident, incidents and cases of ill health that are reportable in line with the RIDDOR regulations will be reported to the Health and Safety Executive (HSE) by the Health, Safety and Wellbeing Service. Where necessary, the Health, Safety and Wellbeing Service will liaise with the Learning and Skills Council (LSC) (Work based placements only).

3.2 Recording Accidents/Incidents work related Ill health

These should be recorded by the manager/premises manager as shown in the flow chart.

All workplaces must have a BI510 Accident Book these can be purchased from the HSE or other booksellers (<http://www.hse.gov.uk/pubns/books/accident-book.htm>).

All reported accidents to employees, contractors and members of the public should be recorded in this book.

Schools - Where students/pupils are attending the site the school should have a Pupil Accident Record Book. Please refer to the Accident and Incident flow chart for guidance on onward reporting of student/pupil accidents to the Health, Safety and Wellbeing Service.

Accidents involving injury to children on work experience and similar work placements must be reported by the Placement Provider to the child's school. The school must follow the normal reporting process and in addition notify the Learning and Skills Council.

3.3 Investigating Accident, Incidents and Ill Health

When an accident, incident or ill health is reported, managers are required to carry out an investigation to determine the cause of the accident, incident or ill health. Any investigation must include appropriate analysis of the event or illness and a record of any remedial action required to prevent a recurrence of the accident, incident or ill health. Managers are advised to commence an accident investigation as soon as possible after the incident, to ensure that information and details from witnesses are still available and fresh in the minds of those involved. The findings of any investigation should be recorded using the Accident Investigation Report Form.

4. Training and Information

Training is not required to be able to report, record or investigate accidents and incidents. Training on the investigation of accidents is available from the Health, Safety and Wellbeing Service. Managers must retain training records for their employees.

5. Monitoring and reviewing these arrangements

Managers and Premises Managers must ensure that they have systems in place for logging and monitoring accidents that occur. In some premises or teams, where this information may be valuable to managers, an analysis of accidents, causes and trends should take place periodically. This analysis can then be used by managers to manage risk in the future.

6. Record Keeping

Accident books must be kept for at least 3 years from the date of the last entry.

Accident and Incident Forms and any investigation records must be kept for 3 years and in the case of children the records must be kept for 21 years from date of birth.

7. HSW Supporting Information

- Guidance on Investigating Accidents
- RIDDOR Reporting Information

7. Forms

HSF10 Accident Investigation Report Form

HSF 9 Violent Incident Report Form

HSF42 Employee Hazard Report Form

Accident and Incident Management Arrangements – Action Flow Chart

