

CORPORATE PROCEDURE

ACCIDENT/INCIDENT REPORTING

1 Aims of the procedure

1.1 The purpose of this procedure is to outline the accident/incident reporting process to be used throughout Neath Port Talbot County Borough Council (NPTCBC).

1.2 It is essential that all accidents and incidents are reported and recorded so that the appropriate action can be taken to improve the safety of the working environment and to help prevent a recurrence.

1.3 This procedure must be used whenever a work place incident, injury, dangerous occurrence, fire, security incident or near miss takes place or a reportable disease is suspected in an employee, service user, pupil and stakeholder etc.

1.4 For ease of understanding, some of these terms are explained below:-

An “*Accident*” is an unplanned, unintentional, unforeseen or unwanted event which may have resulted in injury, ill health, damage or loss to people, equipment, business or the environment, which has arisen out of or in connection with work.

A “*Dangerous Occurrence*” means an occurrence which arises out of or in connection with the work activity, there is no physical injury and no damage to equipment has occurred, but there was potential for injury or damage.

A “*Near Miss*” is an accident or incident that could have resulted in injury, had it not been for an element of luck. The reporting of near misses is important in the prevention of injury causing accidents.

1.5 Further advice or information on what should be reported or on the reporting procedure in general, can be obtained by contacting the Corporate Health and Safety Section.

2 Responsibilities

2.1 Corporate Directors/Heads of Service

Corporate Directors/ Heads of Service shall be responsible for the overall implementation of this procedure.

2.2 Governing Bodies of Schools Maintained by Education Authority

There is a shared overall responsibility for health, safety and welfare between the LEA, governing body and Headteacher.

2.3 Managers/Team Leaders/Headteachers

2.3.1 Managers/Team Leaders/Headteachers must ensure that an Accident/Incident Report Form is completed for all accidents/incidents, at the earliest opportunity and that the original copy (top white copy), together with any other relevant information, including additional paperwork, photographs etc, is passed on to the Corporate Health and Safety Section.

2.3.2 For confidentiality, the duplicate copy (pink copy) should be removed from the pad and kept in a confidential and secure location with the Manager/Team Leader/Headteacher.

2.3.3 Accident/Incident Report Forms should not be disclosed or copied to anyone, including external agencies. Any requests for copies of a report form should be referred to the Corporate Health and Safety Section.

2.3.4 As far as possible, all accidents/incident report forms should be forwarded to the Corporate Health and Safety Section within 24 hours of the event.

2.3.5 If an employee is absent following an injury/ill health, Part A of the Notification of Industrial Injury Absence Form should be completed and sent to the Corporate Health and Safety Section as soon as possible.

2.3.6 When an employee returns to work, Part B of this form should be completed and returned to the Corporate Health and Safety Section as soon as possible.

2.3.7 Part C of the Notification of Industrial Injury Absence Form should be attached to the Manager/Team Leader/Headteacher's pink copy of the accident form.

2.3.8 Where an employee completes a time sheet, then Industrial Injury must be recorded on the time sheet. Where possible, the accident number should be included on the time sheet.

2.3.9 In the event of a fatality or major injury, the Corporate Health and Safety Section must be informed immediately by the quickest practical means.

2.3.10 Additional Accident/Incident Reporting pads can be obtained by contacting the Corporate Health and Safety Section 01792 512793.

2.4 Employees

The employee involved in the incident, whether as an injured party or as a witness is responsible for reporting the incident to their Manager/Team Leader/Headteacher. Where the employee cannot report the incident due to their injuries, this responsibility passes to the employees Manager/Team Leader/Headteacher.

2.5 Corporate Health and Safety Section

2.5.1 The accident/ incident reporting form is passed to the Corporate Health and Safety Section who will record the information received on the Vision database and assess whether the accident/incident requires further investigation and notification to the Health and Safety Executive as required under RIDDOR.

2.5.2 If the accident/ incident is RIDDOR (over three-days) reportable, the Corporate Health and Safety Section shall notify the designated Directorate Personnel Officer and Payroll Section via e-mail. It shall then be the responsibility of the Directorate Personnel Section to inform the Occupational Health Unit on the seventh day of absence (inclusive of weekends).

2.5.3 For lost time accidents/ incidents which are not RIDDOR reportable (less than three- days) the Corporate Health and Safety Section shall notify the appropriate Directorate Personnel Officer and Payroll Section via e-mail with confirmation that the accident/ incident has been classed as an industrial injury.

3 Completing the accident/incident reporting form

3.1 **Part A** and **Part B** of the Report Form are to be completed by the injured person or their representative. **Part C** is to be completed by the Manager/Team Leader/Headteacher.

3.2 Part A. About the injured person

When completing the Accident/Incident Reporting form:-

- indicate the full **home** address of the person involved in the incident;
- if possible give the extension number or a telephone number where the person involved in the incident can be contacted;

- indicate what category of person was involved in the incident by ticking the appropriate box, employee or other e.g. service user, visitor, pupil, contractor, etc;

3.3 **Part B. About the incident.**

- indicate the time the incident occurred by use of the 24-hour clock;
- describe the cause of the incident, injury or ill health. If it involves a fall from a height indicate the approximate distance fallen in metres. If other, please specify. Include first aid treatment provided (if any) and if necessary include a sketch or photographs, continue on a separate page if required;
- the name of any person, who witnesses the incident, should be recorded and, if appropriate, requested to make a written statement on the forms provided.

All statements must accompany the Accident/Incident Form.

3.4 **Part C. This section to be completed by the Manager/Team Leader/Headteacher**

- indicate **normal** duty hours worked using the 24 hour clock;
- indicate **actual** hours worked on the day of the accident/incident using the 24 hour clock;
- write down what action was taken to prevent a repeat of the incident:
- immediate action;
- written action (risk assessments, maintenance request etc.) and;
- reportable action (review/update procedures, replacement of equipment and training etc.).

On completion, the form, with all relevant documentation must be sent to the **Corporate Health and Safety Section.**

If a serious incident occurs, a detailed investigation shall be undertaken as soon as possible, in line with the Corporate Procedure ([CP/03/01](#)) for accident investigation.