



City of
BRADFORD
METROPOLITAN DISTRICT COUNCIL

FATAL/SERIOUS INJURY/INCIDENT PLAN

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PLAN AMENDMENTS

This document and other guidance will be reviewed by the Occupational Safety Team on a regular basis, or following recommendations from exercise or emergency debriefs or significant changes to risk assessments.

Amendment Month / Year	Version	Details	Amended by	Date Issued
Dec 2014	V1	Change of contact details and a review of the details in the document	Chris Hardaker	
Nov 2015	2	Change of contact details	Karen Pullen	
May 2017	3A	Change of minor details	Chris Hardaker	May 2017
June 2017	3B	Re branding requirement	Chris Hardaker	June 2017
Sept 2019	4	Review	Chris Hardaker	Sept 2019
March 2022	5	Review and update	Chris Hardaker	March 2022
April 2022	6	Further amendments	Chris Hardaker	April 2022
May 2022	7	Further minor amendments	Chris Hardaker	May 2022

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CONTACTS AND RESOURCE DIRECTORY

The Fatal / Serious Injury / Incident Plan is a stand alone document issued by the Occupational Safety Team.

All of the Council's emergency management plans and its response are complemented and supported by the Contacts and Resource Directory. This Directory provides a central collection of contact names and numbers within the Council as well as partner organisations and a guide to obtaining further resources to assist in emergency response. The Directory is core to the Council's response, emergency plans cannot be used in isolation without this Directory as they outline the generic framework for a response but do not include contact details.

Named or designated officers should be aware of the requirement to carry, maintain and provide their own copy of the Contacts and Resource Directory, Emergency Management Plan and any subsequent emergency plans when responding to an emergency.



1.0 INTRODUCTION

1.1 Aim of the Plan

This Plan has been produced to enable relevant officers to initiate procedures and carry out the Council's response in the event of a fatal or serious injury / incident occurring which involves employees who are undertaking their contracted duties, or may involve other persons under the charge of these employees.

1.2 Objectives of this Plan are to ensure:

- a) Co-ordination of Council's support services for the incident
- b) Effective officer support at the incident site and work / home base
- c) Emergency Management, Legal and Press support
- d) Necessary communication takes place to key persons within the Council and to officers within external agencies.
- e) De-briefing requirement following the incident.
- f) The Council's investigation of the incident

Please note: The location of the incident, e.g. its remoteness or distance from the work / home base, may make it impossible or impracticable to achieve all of the above objectives. In these instances officers outlined in this Plan will be required to make considered judgements about appropriate action to take.

Officers should also be mindful that if an incident occurs outside the CBMDC area, other local authorities may also become involved in the response. Incidents may also occur abroad and involve foreign agencies.

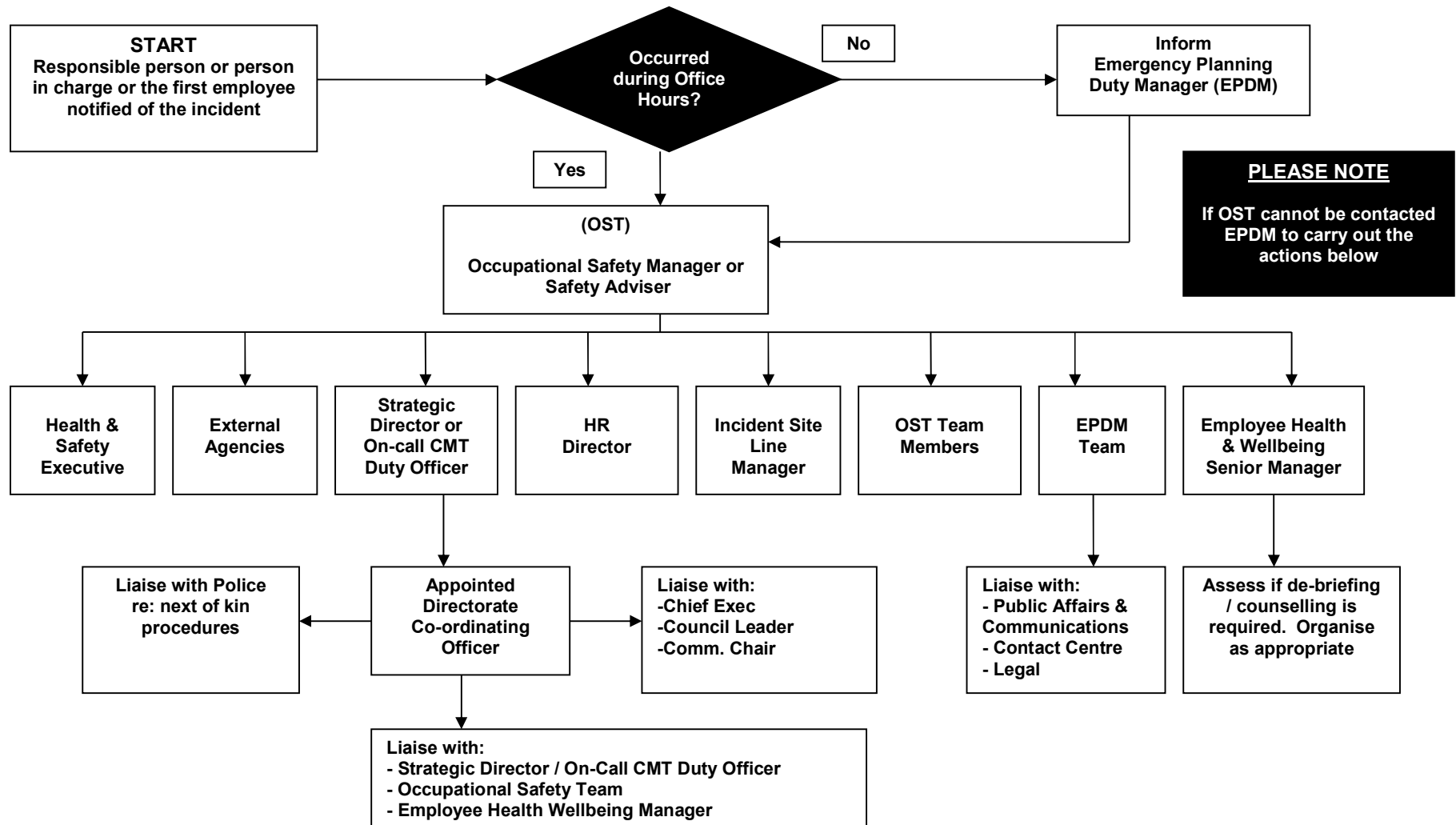
1.3 Definitions

Within this plan a **serious injury incident** is one that results in life threatening injuries or one involving multiple casualties with significant (major) injuries. Significant injuries are defined as fractures, amputations, loss of consciousness, crush injuries, burns including scalding, scalping, eye injuries, hyperthermia or heat induced illness, injuries requiring resuscitation or admittance to hospital for more than 24 hours.



1.4 Organisations and Services that may be involved/liased with during incident/investigation

- Health and Safety Executive - Legal reporting requirement under Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR)
- Emergency Services: Police (Notify next of kin) / Fire / Ambulance
- Hospitals (NHS) / Coroners Office
- Utilities including media services
- Trade Union Safety Representatives
- Insurance Services and Legal teams
- British Embassies / Consulates





2.0 Activation of the Plan

The responsible person in charge at the time of the fatal or serious injury incident or the first employee informed will :

During Office Hours Monday to Friday 08.00 – 18.00

Contact the Occupational Safety Team. **Tel:- 01274 431007**

In accordance with established accident incident reporting procedures:

Or

Outside Office Hours inc weekends and bank holidays

Will contact Bradford Council **Tel:- 01274 431000** – select **option 3** (emergencies)

When the call is connected to the call handler they will pass on the following message:

“We have a fatal or serious injury incident and we need assistance/support from.....(*indicate one or more services eg Occupational Safety Team, Emergency Planning, Children Services etc*).”

“Please phone..... (*your name*) on..... (*the phone number you can be contacted on*) for details.”

This information will be used by or passed on to the appropriate service; who will make contact with you.

2.1 Responsible Officer to activate this Plan

The Occupational Safety Team, Manager/Deputy or Emergency Planning Duty Manager will, based on information received about the incident, determine whether to activate this plan.



3.0 ROLES AND RESPONSIBILITIES

3.1 OCCUPATIONAL SAFETY TEAM

3.1.1 Will check with the informing employee and / or incident site:

- a) The Emergency Services have been informed
- b) Other persons at the site are safe and secure
- c) Any evidence is secure
- d) Who else has been informed

3.1.2 Collate information for the Incident Log (DCO) or will start an Incident Log on behalf of the DCO.

3.1.3 During Office Hours will also:

Notify each of the following:

- i) The HR Director
- ii) The Line Manager (or Deputy) for the incident site if not already known
- iii) The Strategic Director (or, if unavailable, the Assistant Director) for the persons involved in the incident
- iv) The Health and Safety Executive (as appropriate)
- v) Inform the Emergency Planning Duty Manager (01274 4752)

3.1.4 Outside Office Hours (if contacted/available) the Occupational Safety Manager or Deputy, will also:

- a) Notify the Health & Safety Executive Duty Officer on 0151 922 9235 or Contact the Incident Contact Centre on 0345 300 9923
Notify HSE Media service (09.00 – 17.30) on 0151 922 1221 where appropriate
- b) Notify the appropriate Strategic Director or On-call CMT Duty Officer and request a Departmental Co-ordinating Officer (DCO) is appointed (normally Assistant Director level or equivalent)
- c) Attempt to contact other Occupational Safety staff to provide any necessary support

3.1.5 In all instances:

- a) Inform the Emergency Planning Duty Manager (01274 4752)
- b) May liaise with any other appropriate agencies such as:
 - i) Emergency Services (Fire, Police, Ambulance)
 - ii) Utilities
 - iii) Other employees
 - iv) Union Safety Representatives
 - v) Hospitals
 - vi) Coroner's Office
 - vii) British Embassies / Consulates
- c) Will commence the Accident Investigation and collate incident information
- d) Ensure any follow-up contacts are made as necessary from the Incident Log
- e) Contact the Employee Health and Wellbeing Team, who will arrange for an initial de-briefing assessment to be carried out following the incident and will advise on appropriate action
- f) Arrange support from other colleagues as appropriate.
- g) Ensure necessary action is instigated following initial assessment report received from the Employee Health and Wellbeing Manager.



3.2 EMERGENCY PLANNING DUTY MANAGER

3.2.1 During office hours: Occupational Safety Team will contact EPDM with details of incident

3.2.2 Outside office hours will:

- a) If receiving the initial call from personnel at the incident scene, attempt to contact the Occupational Safety Manager or Deputies.

If the Authority's Occupational Safety Management, or Deputies, cannot be contacted / are unavailable:-

- b) Notify the appropriate Strategic Director or On-call CMT Duty Officer and request a Departmental Co-ordinating Officer (DCO) is appointed (normally Assistant Director level or equivalent).
- c) Notify the Health & Safety Executive Duty Officer on 0151 922 9235 or
Contact the Incident Contact Centre on 0345 300 9923
Notify HSE Media service (09.00 – 17.30) on 0151 922 1221
- d) Arrange for an initial de-briefing assessment to be carried out by contacting an Employee Health and Wellbeing Manager.
- e) Ensure necessary action is instigated following initial de-briefing assessment report received from the Employee Health and Wellbeing Manager.

3.2.3 In all instances:

- a) At the request of the Departmental Co-ordinating Officer will:
- i) Contact the Public Affairs & Communications Team as detailed in the Emergency Management Plan and Contacts and Resource Directory
- ii) Contact the Contact Centre as detailed in the Emergency Management Plan and Contacts and Resource Directory
- iii) Inform Legal Services
- b) As soon as possible following the incident and in liaison with the Chief Executive or Strategic Director involved in the incident, co-ordinate an incident debrief, involving where possible all internal interested parties.

3.3 STRATEGIC DIRECTOR

3.3.1 On receiving a call from either the Occupational Safety Team (during office hours) or (outside office hours) the Occupational Safety Manager, or Deputy or, the Emergency Planning Duty Manager will:

- a) Arrange for a Departmental Co-ordinating Officer (DCO) to be appointed (normally Assistant Director). From this point onwards the DCO will be responsible for co-ordinating the response to all aspects of the incident within the Department.
- b) As soon as possible after the incident and in liaison with the Chief Executive:
- i) Support the Emergency Planning Team/ Occupational Safety team as necessary in co-ordinating the initial incident debrief
- ii) Lead the initial incident debrief
- iii) Co-ordinate the production and presentation of any reports regarding the incident.



3.4 DEPARTMENTAL CO-ORDINATING OFFICER (DCO)

3.4.1 Responsible for co-ordinating the response to all aspects of the incident within the Department. The DCO will possess executive powers to commit or commission resources on behalf of the Department, the DCO may need to arrange for support staff to assist them in their tasks. The DCO will:

3.4.2 Follow actions listed below

In all instances:

- a) Start an Incident Log.
- b) Arrange for managerial support at the site of the incident and at the work base (if different from the site of the incident)
- c) Check on the 'Next of Kin' procedures. (The Police will inform the next of kin of fatal incidents – Check if any support is needed)
- d) Inform, where possible:
 - i) Chief Executive
 - ii) Leader of the Council
 - iii) Appropriate Portfolio Holder
- e) Consider the necessity of requesting the Emergency Planning Duty Manager to arrange media support and the requirement for public information. Refer to 3.2.3 a) and b) above
- f) Identify themselves to and liaise with the Occupational Safety Manager, or deputy and/or the Occupational Safety Team and managerial support on site and with off-site managerial support
- g) Liaise with Chief Executive or Strategic Director who appointed them as DCO

3.5 Employee Health and Wellbeing Manager

3.5.1 On receiving notification from either the Occupational Safety Team (during Office Hours) or the Emergency Planning Duty Manager (Outside Office Hours) will in all instances:

- a) Decide whether to travel to the scene of the incident
- b) Make an initial assessment of de-briefing needs either at the incident site or from another location
- c) Report initial assessment findings to the Occupational Safety Team or EPDM

4.0 SUPPORTING INFORMATION

4.1 Training and Exercises

Training staff who are involved in emergency planning and response is fundamental to an organisation's ability to handle any type of emergency. Training is about raising the awareness of key staff about the type of emergencies they may face, giving them confidence in the procedures and the roles and responsibilities detailed in this Plan.

Once sufficient training has been delivered, both the training and the plan will be validated by exercises used to simulate the Council's response to an emergency. The Emergency Management Team will be responsible for delivering training with regard to this Plan as part of a wider emergency management training and exercise programme which is to be developed. The outcome of these training and exercise sessions will enable both the plan and the training and exercise programme to be reviewed to improve the emergency response of the Council.