



BRADFORD COUNCIL EMERGENCY SUPPORT

FATAL/SERIOUS INJURY INCIDENT PLAN

The Council's Fatal/Serious Injury Incident plan is designed to enable the Council to respond appropriately in the event of a fatal or serious incident that involves its employees who are undertaking their contracted duties, or may involve other persons under the charge of these employees. This would include pupils.

A serious injury incident is one which results in life threatening injuries or one involving multiple casualties with significant injuries.

Specified injuries are defined by The HSE (Health and Safety Executive) as fractures, amputations, loss of consciousness, eye injuries, or injuries requiring admittance to hospital for more than 24 hours.

The plan aims to enable the Council to set up the procedures necessary for it to deal with an incident involving a fatality or serious injury and the objectives are to ensure

- Investigation of the incident
- Co-ordination of support services for the incident
- Counselling/emotional support needs assessment of the incident
- Effective officer support at the incident site and home base
- Emergency Planning, Legal and Press/Media support
- Necessary communication takes place to key persons within the Council and to officers within external agencies.

It should be noted that the location of the incident (e.g. its remoteness or distance from the home base) might make it impossible or impracticable to achieve all of the above objectives. In such instances officers outlined in the procedures would be required to make considered judgements about the appropriate action to take.

Activation of the plan would be brought about by the person in charge at the time of the fatality or serious injury incident contacting the Occupational Safety Team.

Reporting a Fatal or Serious Incident

During Office Hours

Please contact the Occupational Safety Team on **01274 431007** in accordance with the established accident reporting procedures.

Office hours are:

- Monday to Friday, 08.00 – 18.00
- Excluding Saturdays, Sundays and Bank Holidays.

Outside Office Hours including weekends and bank holidays

Please contact Bradford Council: tel **01274 431000** select **option 3** (emergencies) and when the call is connected, please pass on the following message:

“We have a fatal/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 telephone number you can be contacted on*) for details.”

This information will be passed on to the appropriate service, who will make contact with you.

FATAL/SERIOUS INJURY INCIDENT PLAN - Overview

Whenever the plan is activated, depending upon the circumstances, you will receive advice, guidance and support from a variety of lead officers including Occupational Safety Advisers, Emergency Planning Officers, Employee Health and Wellbeing Advisers, and or a Directorate Coordinating Officer who will be Assistant Director level or equivalent.

In all instances, arrangements will be made for managerial support at the site of the incident and at the work base (if different from the incident site).

Press/media support and expert legal advice will also be organised, as appropriate, by the lead officers on your behalf. As soon as possible following the incident, there will be co-ordination of an incident debrief involving where possible all internal interested parties.

Pocket size cards showing the emergency telephone numbers to be used in the event of a fatality or serious injury incident are available to download from the Occupational Safety website. These should be printed on yellow or brightly coloured card and

laminated, so it can be easily seen. This card should be available to use by any Leader undertaking activities, journeys or visits away from the school premises.

It is of course expected that with good prior planning and organisation, including adequate risk assessments being undertaken, suitable working arrangements or controls implemented and recorded, the use of this incident plan will not require frequent use.