

# **Accident & Incident Reporting and Recording Procedure**

**Issued by the Occupational Safety Team**

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### **Responsibilities of the Manager, Headteacher, Service Manager etc**

***Reporting accidents at work is a legal requirement. The information enables Bradford Council and the Health and Safety Executive (HSE) to identify how risks arise and aide the investigation of serious accidents. The reporting of work related accidents is a statutory requirement under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).***

All accidents/incidents in the workplace, or arising from work activities, whether involving injury or not, to employees, agency workers, trainees, apprentices, members of the public, clients/residents, contractors or volunteers, must be recorded on the *Incident Reporting On Line* system, **within 5 days** of the incident.

For school pupils - If any pupil has to go straight to hospital as a result of an accident/violent incident **it must be recorded on the *Incident Reporting On Line* system**. All other pupil accidents can be recorded on the system or, alternatively, use the 'Pupil Accident Record' to record pupil accidents that do not result in them going to hospital.

If using the 'Pupil Accident Record', completing the 'Pupil Accident Summary Sheet' at the end of the academic year is recommended (available on the Occupational Safety website). This can be reviewed by the School Management Team and the governors.

Managers will ensure employees are aware of the accident/incident reporting procedures and all accidents/ incidents are investigated appropriately (see *Investigating Accidents & Incidents* guidance for managers on the Occupational Safety website).

Contact the Occupational Safety Team by telephone (01274 431007)

- as a matter of urgency, where the accident is of a serious or fatal nature
- for advice or guidance where necessary
- if an employee is absent from work as result of the accident/incident and this was not recorded on the *Incident Reporting On Line* system.

Contact the Building Custodian if the underlying cause of the incident is 'building related', and work together to resolve issues to prevent it happening again.

### **Role of the Occupational Safety Team**

The Occupational Safety Team will:-

- monitor the *Incident Reporting On Line* system and provide appropriate feedback, run reports etc.
- carry out the employer's statutory duty under RIDDOR and report certain categories of accidents/incidents to the Health and Safety Executive.
- provide a leading or supporting role in the investigation of serious accidents.

### **RIDDOR Reportable Accidents**

The Occupational Safety Team is solely responsible for reporting RIDDOR reportable accidents to the Health and Safety Executive. Under no circumstances should a manager or member of staff report an accident directly to the HSE.

The Manager should consider collating documents relating to an incident that may be required for a litigation claim. It is strongly recommended these documents are securely stored. A claim for compensation can be made up to three years after the incident date and it can become more difficult to source relevant documents once time has elapsed. For incidents relating to children and young persons, the records should be retained until they reach the age of 25. (This retention period is set in line with the Limitation Act 1980 which allows a claim to be made against an organisation by a child for up to 7 years from their 18<sup>th</sup> birthday)

### **Data protection / security.**

Sphera, the *Incident Reporting On Line* system provider, has given assurances that the data is kept on secure servers which meet all the relevant recognised standards. Designated 'Users' of the system will only have access to reports in their department/service or school. All reports printed or saved elsewhere should be treated with care and in line with the Councils existing data protection procedures.

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### Completing an Incident Report on the *Incident Reporting On Line* system

Click on the link in the [Occupational Safety website](#) , or copy & paste the following web address into an up to date browser

<https://cityofbradford.spheracloud.net/tools/portal/accidents/LogAnonymous.aspx?65E92150294A4E3EAD58>

A blank Incident Report will open. The system can be used to record and report accidents and violence & aggression incidents. The form is intuitive and relevant boxes will appear depending on options selected from the drop down lists. The report is easy to complete but if problems arise, contact the Occupational Safety Team for help and advice. The following notes may help.

**Please note if you have difficulty viewing the *Incident Reporting On Line* system you may need to get a browser upgrade e.g. to Google Chrome.**

When completing the report ensure ALL the yellow shaded boxes are completed.

At the start of the report a unique **Incident Number** is automatically generated by the system.

Select from the dropdown lists which **Department/Service or School** the incident relates to. Please select the applicable option from **both** dropdown lists.

**About You Reporting The Incident** – this section may be partially prepopulated but can be manually changed if needed.

**Incident Details** – select ‘Accident’ or ‘Violence & Aggression’ as appropriate. Further sections displayed will relate to the type of incident selected.

**Details of the Incident** - give as much detail as possible. Talk to everyone involved and try to find out what happened immediately before, during and after the incident; but be mindful to only record the factual information and not hearsay. Further details can be added later if an investigation is on going (by contacting a system ‘User’ or the Occupational Safety Team).

If more than 1 person is injured in an incident, tick the **more than one person injured as a result of the incident** box and a separate report must be completed for each person.

**Absence Period** – if the injured person is an employee and a period of absence occurred, this section is displayed. Click on the checkbox to enter details of the lost time. The default start date value is the day after the incident occurred. This can be changed if the start date is later. The date the person returns to work can be entered at a later date (by contacting a system ‘User’ or the Occupational Safety Team). Multiple absence periods can be entered. On the save of each absence period, the number of lost days is automatically calculated for each period and a sum total for all periods is displayed at the end of the section. NB. Lost days due to incidents include weekends, holidays and non-working days, not just the days the employee is contracted to work i.e. days they were **“unfit for work”**.

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In some cases, people continue to work for a day or so, then go absent due to their injury. The absence period starts from the time the injured person becomes “**unfit for work**”. This may be a weekend or a day when they would not normally work.

**Return to Work Date.** If a person is absent from work as a result of an incident for more than 7 days (not including the day of the accident) it may become reportable to the HSE under RIDDOR. Sometimes it becomes complicated when the period of absence includes a weekend, or is followed by a holiday period, or other days which would not normally be worked. In this case it is important to establish when the injured person was **fit for work** and if this is earlier than the actual return to work date, enter the **fit for work** date on the report.

**Details of Injury** – a body map appears. Tick the body part boxes relating to the injuries sustained. **NB for hip injuries select waist on the body map.** If injuries are not body part specific (e.g. stress, anxiety, breathing difficulties) there is no need to complete the body map, just tick the box labelled ‘*If not body part specific please tick here*’, situated above the body map.

**Nature & Extent of Injuries** – select up to 3 options describing the nature of the injuries, choosing the most severe options if more than 3 types of injury occurred.

**Provide more information about the nature and extent of injuries in the box** - if there are several injured ‘body parts’ and several ‘nature of injuries’ selected, please give details in this box about which injury relates to which part of the body e.g. fractured leg, bruised head, graze to knee. This information is important for the Safety Advisers to decide if an incident is RIDDOR reportable e.g. a fractured wrist may be RIDDOR reportable but a fractured finger would not.

**Witness(es) to the Incident** – select if there were any witnesses to the incident. If ‘Yes’ further boxes appear to capture information about the witnesses and there is the option to upload witness statements. These can also be added after submitting the report by contacting a system ‘User’ or the Occupational Safety Team.

**Related documents** – there is an option to attach documents related to the incident e.g. risk assessments, working procedures etc.

**Completing the Incident Report** – to save all the information and add the report to the database, press **Submit form** button.

### After the report is submitted

The person submitting the report will receive an electronic version of the completed ‘web form’ by e-mail (if the correct email address has been entered!). If this is to be saved, store on secure servers. Please avoid printing out. System ‘Users’ will be able to access the records on the system to update, run reports etc.

If the managers email address is entered into the on line report (in the ‘Further details of Injured person’ section), he/she will receive an incident notification e-mail. This email will give date & time of incident, name of person involved and the report unique number. There will also be a link to the incident form submitted, but it will only work if that manager is a designated ‘User’. If required, the manager can obtain further details of the incident by contacting the Department/Service or School designated ‘User’, or the Occupational Safety Team.

## **Accident & Incident Reporting and Recording Procedure**

The Occupational Safety Advisers will review the reports recorded on the on line system & may contact the person completing the report, or the manager, for further information to decide if the incident is RIDDOR reportable, get details of lost time accidents, discuss further control measures etc.