

Council's Accident & Incident Reporting Arrangement

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1.0 Statement of purpose/objectives

This arrangement will assist in meeting Shropshire Council's core value objective to achieve more by working and learning together and also meet the legislative requirements, ensuring that all accidents, incidents, occupational diseases, violence & aggression, dangerous occurrences and near misses are reported as quickly as possible.

2.0 Scope

This arrangement applies to all Shropshire Council employees, service users, volunteers, trainees, work experience, agency, visitors, workplaces and schools.

3.0 General Requirements

Shropshire Council will ensure the statutory requirements will be met by ensuring that all workplace accidents, incidents, violence, aggression, dangerous occurrences and near misses will be reported, recorded and investigated as appropriate.

4.0 Standards of Reporting

All accidents, incidents, occupational diseases, violence/aggression, dangerous occurrences and near misses will be recorded using the Council's online "Incident Form" available via ERP (Formerly Business World). The completed Incident form will workflow through the system to the line manager (to authorise the form) and then to the Health & Safety team to check and investigate if required as shown in the flow chart in Appendix 2.

5.0 Aim of Council's Accident & Incident Form available online via ERP

To ensure all employees throughout Shropshire Council report all accidents, incidents, violence & aggression, diseases or dangerous occurrences (including near-miss accidents) which arise out of or in connection with Council work. To provide a mechanism for meeting the statutory requirement to report certain incidents within the required time limit.

6.0 Information, instruction and training

The employer has a duty to provide adequate information, instruction and training for employees. There is a duty for all employees to co-operate with the Council's Accident Reporting requirements.

7.0 Implementation of the Council's Accident & Incident Form Reporting System Arrangement

Management guidance in the form of 'Frequently Asked Questions' will be provided and updated to support the implementation of the Council's Accident & Incident Form Reporting System

8.0 Compliance

This arrangement will enable Shropshire Council to conform to statutory requirements and best current practice. Further references are in Appendix 1

9.0 Review of Arrangement

This arrangement will be reviewed every three years or if legislative changes occur. This will be carried out by the Occupational Health and Safety Team.

Approving Body

Consultation	Health, Safety & Welfare Group – January 2009
Approval	Health and Safety Forum – April 2009
Revision 1	August 2010
Revision 2	January 2013
Revision 3	October 2013
Revision 4	Occupational Health and Safety Team November 2017
Revision 5	Occupational Health and Safety Team March 2018
Revision 6	Occupational Health and Safety Team April 2019
Revision 6	Occupational Health and Safety Team January 2022

Council's Accident & Incident Form Reporting System Arrangements

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1.0 Roles and Responsibilities/Who does what?

Shropshire Council as a local authority employer, through its elected members, has ultimate responsibility for compliance with health & safety legislation.

1.1 The Chief Executive and Corporate Management Team are responsible for ensuring:

- The implementation of this arrangement across all Service Areas to ensure consistency of approach.
- The allocation of suitable and sufficient resources.
- Ensuring that the statutory duty to record and report accidents, violence, aggression and dangerous occurrences in connection with Council work is complied with.

1.2 Area Directors / Heads of Service are responsible for ensuring:

- The implementation of the Council's Accident & Incident Form Reporting arrangement and that all employees are familiar with the contents of the arrangement insofar as it is relevant to their role and responsibilities.
- That sufficient resource is allocated to implement and maintain the Accident & Incident Form reporting & recording requirements.
- To receive and review findings of accident/incident investigation reports and take further action as necessary.

1.3 Line Managers/Supervisors are responsible for:

- Ensuring that all employees and service users have access to the Council's Accident & Incident Form.
- Ensuring that all employees receive information, instruction and training on the requirements of the Council's Accident & Incident Form Recording System.
- Recording and reporting all accidents, incidents, violence, aggression, dangerous occurrences and near-misses in accordance with the requirements of this arrangement.
- Investigating and reporting all incidents, reviewing of risk assessments and implementing additional controls as necessary to prevent further occurrences, and forwarding findings of investigation reports to Area Directors/Heads of Service as necessary.
- If the accident/incident falls within The Reporting of Injuries, Diseases, Dangerous Occurrences Regulations (RIDDOR), inform the Occupational Health and Safety Team as soon as possible.

1.4 The Occupational Health and Safety Team is responsible for:

- Acting as Shropshire Councils' statutory reporting point, for all workplace accidents, incidents, violence, aggression and dangerous occurrences and reporting to the Health and Safety Executive (HSE) via Incident Contact Centre (ICC).
- Providing advice and guidance to enable managers to carry out their duties and responsibilities effectively.
- Ensuring all Council's Accident & Incident Form that have been completed are reviewed.

1.5 All employees of Shropshire Council are responsible for:

- Complying with the requirements of this arrangement.
- Reporting of all accidents, incidents, violence, aggression, dangerous occurrences and near-misses immediately to their line manager and recording, using the

Council's Accident & Incident Form Reporting System. This can be carried out by the employee or someone on their behalf.

2 What is the Council's Accident & Incident Form Reporting System?

- The Council's Accident & Incident Form Reporting System provides a single method for reporting all workplace accidents, incidents, violence, aggression and dangerous occurrences that have occurred within Shropshire Council workplaces.
- See Appendix 2 – Accident & Incident Form Reporting Flow chart
- See Appendix 6 - Accident & Incident Form template

3 What form is used to report all accidents, incidents, violence/aggression dangerous occurrences/near misses and occupational diseases in the workplace?

- The Council's online Incident Form is the only form required.
- Schools ONLY - Please see Appendix 7 'Accident Reporting in Schools'

4 Who should complete the Council's online Accident & Incident Form?

- All accidents, incidents, diseases, injuries, violence, aggression, dangerous occurrences including near-misses should be reported immediately to your line manager. This should be recorded using the online form by either the notifier or the authoriser. The completed form must be authorised by the line manager of the notifier or, if the incident occurred in a school, the School's Authoriser.

5 What training is available to complete an online Accident & Incident Form?

Training on completing the online Incident form is available through Leap into Learning.

6 Where do I send the completed Council's online Accident & Incident Form?

- The **Council's online Accident & Incident Form** is an electronic form and will automatically workflow through the system to the line manager (to authorise the form) and then onto the Health & Safety team to review, sign off and investigate if required.

7 What are the timescales for reporting Accidents and Incidents to The Statutory Reporting Point?

All accidents, incidents, violence, aggression and dangerous occurrences that have been reported and recorded, must be forwarded to The Occupational Health and Safety Team using the Council's online Accident & Incident Form within the following time frame:

- Workplace fatality, specified injury & dangerous occurrence – Immediately.
- All other workplace accidents, incidents including violence & aggression – within 48 hours.

8 Who completes and reports RIDDOR incidents?

The Occupational Health and Safety Team are the statutory reporting point for Shropshire Council to report, injuries, diseases and dangerous occurrences following the reporting requirements of RIDDOR using the F2508 or other appropriate reporting method (telephone/on-line reporting). It is important that all workplace accidents and incidents are recorded by using the online Accident & Incident Form reporting system in the first instance.

The Accident & Incident Form should be sent to the Occupational Health and Safety Team within 48 hours of the incident.

When it is apparent that a work-related incident will result in the injured person being

absent from work for more than 7 days, or unable to do their full range of normal duties for more than 7 days, details of the incident should be forwarded to the Occupational Health and Safety Team by telephone or email.

The Occupational Health and Safety Team will complete and forward the RIDDOR form (F2508) to the Health and Safety Executive (HSE) via the Incident Contact Centre (ICC).

9 Who reports RIDDOR incidents outside core working hours?

If there is a fatality and/or specified accident outside core working hours (i.e. overnight, weekends/public holidays) this must be reported to the HSE by the quickest possible means (telephone 0345 300 9923) and to the person in charge of the premise at the time of the incident.

The line manager must inform their line management and the Occupational Health and Safety Team as soon as is practicable afterwards.

See Q 13 'Do I need to report accidents to non-employees under RIDDOR?'

10 What are the timescales for Reporting of Accidents Incidents Diseases and Dangerous Occurrences (RIDDOR) to the Health and Safety Executive?

FATALITY (See FAQ No. 22)	REPORT WITHOUT DELAY To The Occupational Health and Safety Team who will contact HSE INCIDENT CONTACT CENTRE (ICC) Tel: 0345 300 9923
SPECIFIED INJURY (See FAQ No. 23)	
DANGEROUS OCCURRENCE (See FAQ No. 26)	
OVER 7 DAY INJURY (See FAQ No. 24)	Reported to ICC Within 15 Days
MEMBER OF PUBLIC/SERVICE USER REQUIRING HOSPITAL TREATMENT	In Connection With A Work Activity Report Without Delay
DISEASE (See FAQ No.25)	If Notified By a Doctor of a Reportable Work-Related Disease
GAS INCIDENT (See FAQ No. 27)	Report immediately See FAQ No. 27 for what is reportable and who should make the report.

11 What are the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)?

Under the requirements of RIDDOR, there is a duty to report certain accidents, diseases and dangerous occurrences which arise 'out of or in connection with work' to the enforcing authority (Health and Safety Executive).

For Shropshire Council all reportable incidents should be reported to the Health and Safety Executive (HSE) via ICC by one of the following reporting methods

- Telephone:
The HSE Incident contact centre (ICC) for work related fatalities/specified injuries only
0345 300 9923 (between 0830-1700 Mon-Fri)
- On-line:
www.hse.gov.uk/riddor/ (anytime) Interactive form.

RIDDOR reporting must be made in accordance with the timescales given in the frequently asked questions (see **FAQ 7**) or further detail on the HSE web page.

12 What is reportable under RIDDOR?

There is a legal requirement to report and record some work-related accidents by the quickest means possible (i.e. telephone).

The following are reportable to the Health and Safety Executive.

All:

- Work related deaths (up to 1 year after initial accident)
- Specified injuries
- Reportable over seven-day injuries
- Work related reportable diseases
- Reportable dangerous occurrences (near misses)

13 Do I need to report accidents to non-employees under RIDDOR?

See Q 7, 8 and 31 also.

There are two requirements, which need to be fulfilled to make an accident to a member of the public reportable.

These requirements are:

- The non-employee (member of the public, customer, service user, contractor, pupil etc) is killed or taken to hospital from the site of the accident by whatever means (for example by taxi, private car or ambulance).
- The accident must have arisen 'out of or in connection with work'. See Q31

14 Are playground accidents reportable under RIDDOR?

Playground accidents due to collisions, slips, trips and falls are not normally reportable unless they happen out of work or in connection with work, e.g. because of:

- The condition of the premise or equipment;
- Inadequate supervision – see Q31 & Q32

15 Who should investigate accidents, incidents, violence and aggression in the Workplace?

The investigation should commence as soon as practicable after the accident, incident, violence, aggression or dangerous occurrence.

The investigation should be carried out by the line manager in the first instance. In more serious cases, a member of the Occupational Health and Safety Team will also investigate the incident.

The accident/incident investigation report form (see appendix 5) should be completed as soon as possible, forwarded to the Occupational Health and Safety Team, and copied to the Health and Safety Key Contact.

Hate crime should also be recorded following the guidance provided on the intranet. This may result in action/investigation being carried out by the Police or other Agency Hate Crime internet page.

16 Who should investigate near misses and dangerous occurrences?

Once identified, all near misses and dangerous occurrences should be investigated by line the manager/supervisor. Risk assessments should be carried out or revised as necessary to ensure control measures are in place to prevent a re-occurrence. If the incident could potentially occur in other workplaces, the report should be sent to the Key Health and Safety contact for further action or discussion at health and safety sub-group meetings.

17 Where can I get further support or help?

- The Health and Safety Policy will provide further information.
- Your Health and Safety Key contact may be able to support you or
- The Occupational Health and Safety Team may be contacted by telephoning (01743) 252819 or via email health.safety@shropshire.gov.uk
- The Health and Safety Executive (HSE) have freely available advice and support.

18 Is there a requirement to complete the Accident Book as well as the Online Accident & Incident Form?

The online Accident & Incident Form replaces the need to complete the Accident Book.

NB. All accident books and Accident & Incident forms must be retained in accordance with Shropshire Council retention schedules.

19 Do I need to record all accidents, incidents, violence/aggression in the workplace?

- There is a legal requirement to report and record accidents, diseases and dangerous incidents at work to comply with the Social Security (claims and payments) Regulations 1987, the Social Security Administration Act 1992 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- Shropshire Council's reporting standards require that all accidents, incidents, violence, aggression and dangerous occurrences including near-misses, irrespective of seriousness, must be recorded and reported.

20 Where should I keep completed copies of the online Accident & Incident Form?

There will be no need to keep copies as managers will be able to run reports concerning accidents involving their staff.

21 Can recognised Trade Union Health and Safety representatives and representatives for employee safety inspect accident records?

Safety representatives are legally entitled to inspect accident records.

- ERP complies with all Data Protection Act (DPA) and GDPR regulations. Consent is not needed under GDPR. Records can be anonymised before presenting to anyone authorised and entitled to view the records.

- Witness personal details must always be anonymised whether the injured person has given DPA consent or not.

22 **How do I report a Work-Related Fatality?**

If there is an accident connected with work and a Shropshire Council employee, or a self-employed person working at our premise site, or a member of the public is killed, these must be reported to the HSE without delay i.e. by telephone. The telephone number is 0345 300 9923. Further detail is provided in FAQ No.8 & 9.

In the event of a workplace fatality, it is important to notify the following, The Chief Executive, the Head of Resources, Health and Safety Main Contact, and the Shropshire Council Occupational Health and Safety Manager as soon as possible after the event.

23 **What is a reportable specified injury?**

See question 23 also.

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - ❖ covers more than 10% of the body
 - ❖ causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - ❖ leads to hypothermia or heat-induced illness
 - ❖ requires resuscitation or admittance to hospital for more than 24 hours

24 **What is a reportable over seven-day injury?**

See question 8

If there is an accident connected with work (including an act of physical violence) and your employee or a self-employed person working on your premises, suffers an over-seven-day injury it must be reported to the enforcing authority within fifteen days.

An over-7-day injury is one which is not “specified” but results in the injured person being away from work OR unable to do their full range of their normal duties for more than seven consecutive days (not counting the day of the accident). Further detail is provided in FAQ No.31

25 **What are reportable diseases?**

If a doctor notifies you that your employee suffers from a reportable work-related disease, then it must be reported to the enforcing authority.

Reportable diseases include:

- Certain poisonings
- Some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- Lung diseases including occupational asthma, farmers’ lung, pneumoconiosis, asbestosis, mesothelioma

- Infections such as leptospirosis, hepatitis, tuberculosis, anthrax, legionellosis and tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, carpal tunnel syndrome, decompression illness and hand-arm vibration syndrome.

26 What is a Reportable Dangerous Occurrence? (near miss)

If something happens which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence, which must be reported immediately to the Occupational Health and Safety Team see FAQ.No.8.

Reportable dangerous occurrences are:

- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment
- Explosion, collapse or bursting of any closed vessel or associated pipework
- Plant or equipment coming into contact with overhead power lines
- Electrical short circuit or overload causing fire or explosion
- Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion; Accidental release of a biological agent likely to cause severe human illness
- Failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period
- Malfunction of breathing apparatus while in use or during testing immediately before use
- Failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver or an uncontrolled ascent
- Collapse or partial collapse of a scaffold over five metres high or erected near water where there could be a risk of drowning after a fall
- Unintended collision of a train with any vehicle
- Dangerous occurrence at a well (other than a water well e.g. Gas and oil)
- Dangerous occurrence at a pipeline
- Failure of any load-bearing fairground equipment or derailment or unintended collision of cars or trains
- A road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released
- A dangerous substance being conveyed by road is involved in a fire or released
- The following dangerous occurrences are reportable except in relation to offshore workplaces: unintended collapse of: any building or structure under construction, alteration or demolition where over 5 tonnes of material falls; a wall or floor in a place of work; any false-work;
- Explosion or fire causing suspension of normal work for over 24 hours
- Sudden, uncontrolled release in a building of: 100kg or more of flammable liquid; 10 kg of flammable liquid above its boiling point; 10 kg or more of flammable gas; or of 500 kg of these substances if the release is in the open air;
- Accidental release of any substance, which may damage health.

27 What is a reportable gas incident?

If you are a distributor, filler, importer or supplier of flammable gas and you learn, either directly or indirectly that someone has died or suffered a 'specified injury' in connection with the gas you distributed, filled, imported, supplied, or; if you are an installer of gas appliances registered with the Council for Registered Installers (The Gas Safe Register) you must provide details of any gas appliances

or fittings that you consider to be dangerous, to such an extent that people could die or suffer a 'specified injury' because the design, construction, installation modification or servicing could result in:

- An accidental leakage of gas
- Inadequate combustion of gas or;
- Inadequate removal of products of the combustion of gas.

These must be reported immediately. See FAQ 10.

28 What records should be retained and for how long?

The online Accident & Incident Form will be retained for a minimum of 6 years in accordance with Shropshire Councils' Retention Schedule.

29 What is the Incident Contact Centre (ICC)?

The ICC is a 'one stop' reporting service for work-related health and safety incidents in the UK. It is primarily a call centre, open from Monday to Friday between 8.30 am and 5.00 pm. If you wish to speak to an ICC operator just call 0345 300 9923. All information will remain confidential.

30 How do I contact the Incident Contact Centre (ICC)?

The Occupational Health and Safety Team would normally contact the ICC on your behalf.

ICC contact details are:

- By phone: 0345 300 9923 (Work related death or specified injury only)
- Online: [HSE: RIDDOR - report an incident at work](#) – report online

31 How do I decide if an accident “arises out of or in connection with work”?

To decide whether an accident has arisen 'out of or in connection with work' three factors have to be considered:

- **1 The manner of conducting an undertaking**

The way in which the activity was carried out for the purpose of the undertaking, including how it was organised, supervised or performed by the employer or any of their employees, or a self-employed person. An example would be boxes spread over the floor in a supermarket during shelf filling and a customer who tries to get around them is injured. Reportable due to the manner of the undertaking.

- **2 The plant or substances used for the purposes of the undertaking**

This includes, for example, lifts, air conditioning plant, any machinery, equipment or appliance, gas installations and substances used in connection with the premises or processes carried out there. An example would be an indoor go-karting centre where a guest is injured because the brakes in the go-kart failed. Reportable due to the equipment used for the purposes of the undertaking.

- **3 The condition of the premises used by the undertaking or of any part of them**

This includes the state of the structure or fabric of a building or outside area forming part of the premises and the state and design of floors, paving, stairs, lighting etc. An example would be a customer slips on a wet floor in a sports hall whilst playing badminton. Reportable due to the condition of the premises used for the purposes of the undertaking.

It is not sufficient grounds that an accident occurred on the 'premises' for it to be reportable. An accident to a customer occurring within a site boundary may have the potential to have arisen 'out of or in connection with work', but this would not automatically be the case; a decision must be made depending on the

circumstances of the particular accident considering the above factors.

32 Do I need to report accidents due to sporting activities?

Accidents and incidents that happen in relation to organised sport and curriculum activities and result in death or the injured person being taken to hospital for treatment (examinations and diagnostic tests do not constitute treatment) are reportable under RIDDOR if the incident arose out of or in connection with work – see Q13/31.

Not all sports injuries to pupils are reportable under RIDDOR, as organised sports activities can lead to sports injuries that are not connected with how schools manage the risks from the activity. HSE - Education Information Sheet No1 (Revision 3) www.hse.gov.uk/pubns/edis1.pdf

The essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or because of inadequate arrangements for supervision of an activity. If an accident that results in an injury arises because of the normal rough and tumble of a game, the accident and resulting injury would not be reportable. Examples of reportable incidents include where:

- the condition of the premises or sports equipment was a factor in the incident, e.g. where a pupil slips and fractures an arm because a member of staff had polished the sports hall floor and left it too slippery for sports; or
- there was inadequate supervision to prevent an incident, or failings in the organisation and management of an event.

33 Do I have to report Road Traffic Accidents?

Road Traffic Accidents should be reported using the online Accident & Incident Form if the road traffic accident occurred whilst “at work”.

The road Traffic accident may be reportable under RIDDOR if the accident was due to:

- Exposure to substances conveyed by vehicles
- The loading or unloading of vehicles
- Road works or maintenance works adjacent to a road, including cables, pipe work or other utilities.

34 What is the Statutory Reporting Point?

The Occupational Health and Safety Team are Shropshire Councils’ focal point, responsible for reporting accidents, incidents, diseases and notifiable dangerous occurrences to the enforcing authorities under the requirements of The Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR).

35 What are the requirements of the Data Protection Act (DPA)?

The online Accident & Incident Form and the F2508 contain personal data and are subject to the requirements of the DPA.

ERP complies with all Data Protection Act (DPA) and GDPR regulations. Consent is not needed under GDPR as Shropshire Council have a lawful basis for processing accident/incident data that does not need consent. Under GDPR Shropshire Council have a *Legal Obligation* to process the data to comply with the law.

- Records can be anonymised before presenting to anyone authorised and entitled to view the records.
- Witness personal details must always be anonymised whether the injured person has given DPA consent or not.

36 Is there any specific guidance for Schools to follow when reporting and recording accidents to pupils?

Please see Appendix 7 (*Accident Reporting in Schools for Pupils*) which includes

- Appendix 1 (*Accident Reporting in Schools for Pupils*)-Accident Book for Recording Minor Accidents /Injuries to Pupils
- Appendix 2 (*Accident Reporting in Schools for Pupils*)-Governors' Health and Safety committee report form
- Appendix 3 (*Accident Reporting in Schools for Pupils*)-Pupil Accident flow chart

37 What happens if I have been given the School's Approver role?

This role has been created to allow each school to have one authoriser responsible for approving the online accident and incident form. This could be the Head Teacher, Business Manager or Lead Administrator. It is the Head Teacher's responsibility to assign the role to someone with the correct level of authority.

If you have this role and you are completing the form, then you will also need to complete the Authorisation tab on the form as it will auto-approve straight to the Health & Safety team and not workflow to a line manager.

Appendix 1

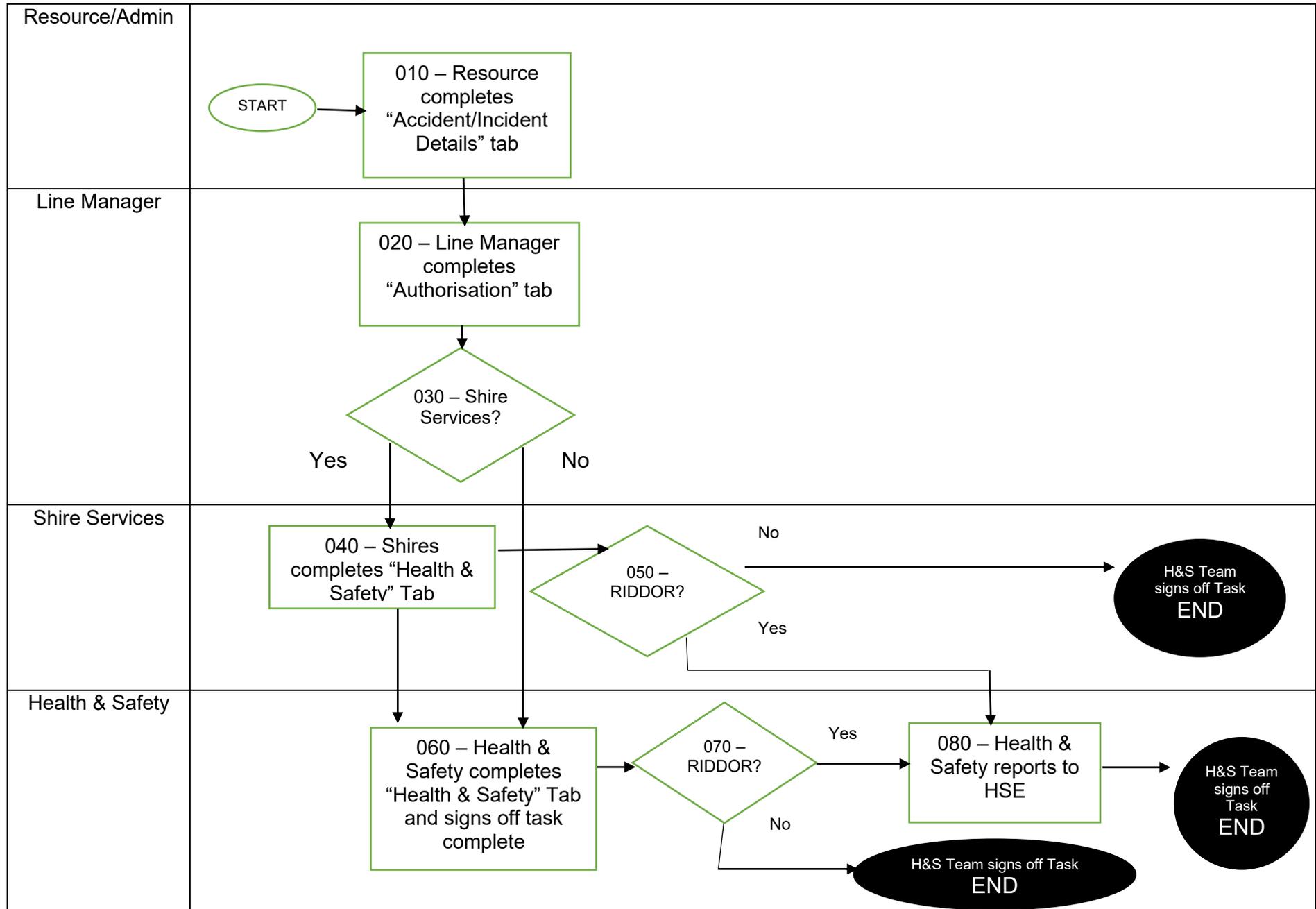
Glossary of Terms

RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
HSE	Health & Safety Executive
HSC	Health & Safety Commission
DPA	Data Protection Act 2018

Further information and references

- HSE website www.hse.gov.uk
- The Health and Safety at Work etc. Act 1974
- The Reporting of Injuries, Diseases Dangerous Occurrences Regulations (RIDDOR) 2013
- HSE Info Line Tel. 0345 345 0055
- HSE 31(Rev1) RIDDOR Explained
- HSE L74 First Aid at Work
- Shropshire Council Hate Crime reporting – Equality Policy item 6 <http://staff.shropshire.gov.uk/policies-and-guidance/equality-diversity-and-social-inclusion/equality-policy/>

Appendix 2 – Online Accident & Incident Form Process

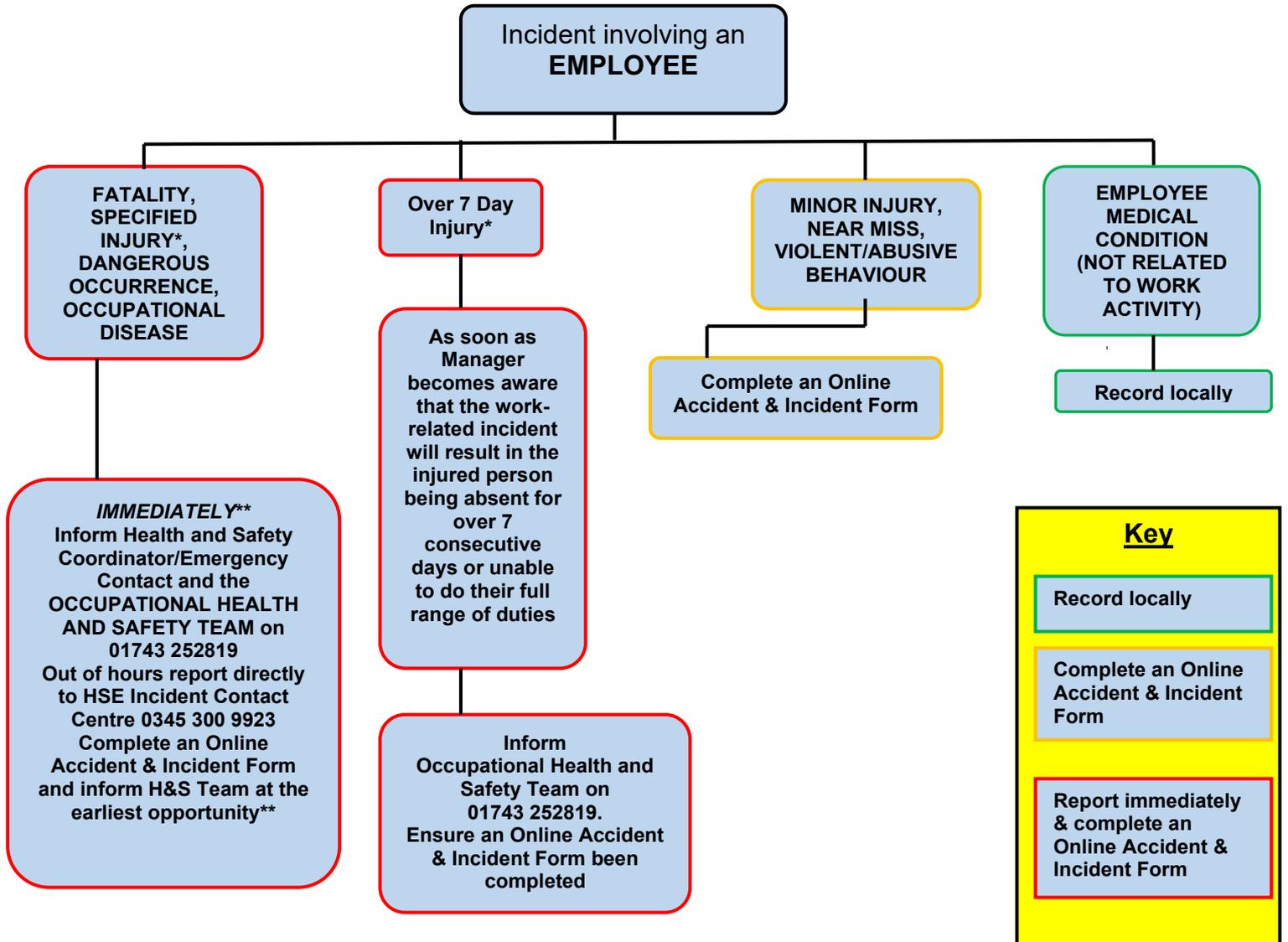


Appendix 2 - Online Accident & Incident Form Process (cont'd)
KEY to above flow chart

Process Step	Description
010	<u>Resource completes “Accident/Incident Details” tab</u> Resource completes “Accident/Incident Details” section updating details on the Accident & Incident Form.
020	<u>Line Manager completes “Authorisation” tab</u> Line Manager completes “Authorisation” section authorising form and adding any further details or comments.
030	<u>Shire Services?</u> If the notifier is a Shire Services employee, then the workflow goes to Shire Services to complete the Health & Safety tab.
040	<u>Shire Services completes “Health & Safety” tab</u> Shire Services Health & Safety Officer completes the “Health & Safety” section.
050	<u>RIDDOR Reportable (Shires)</u> If RIDDOR reportable, workflow goes back to Health & Safety (080) and if not then Health & Safety signs off task as complete and process ends
060	<u>Health & Safety completes “Health & Safety” tab</u> Health & Safety Officer completes the “Health & Safety” section authorising and confirming if RIDDOR reportable or not.
070	<u>RIDDOR Reportable?</u> If it is not reportable then Health & Safety signs off task as complete and process ends.
080	<u>RIDDOR</u> If it is reportable then The Health & Safety Team report to HSE, Line Manager is informed through ERP, then Health & Safety signs off task as complete and process ends.

Appendix 3

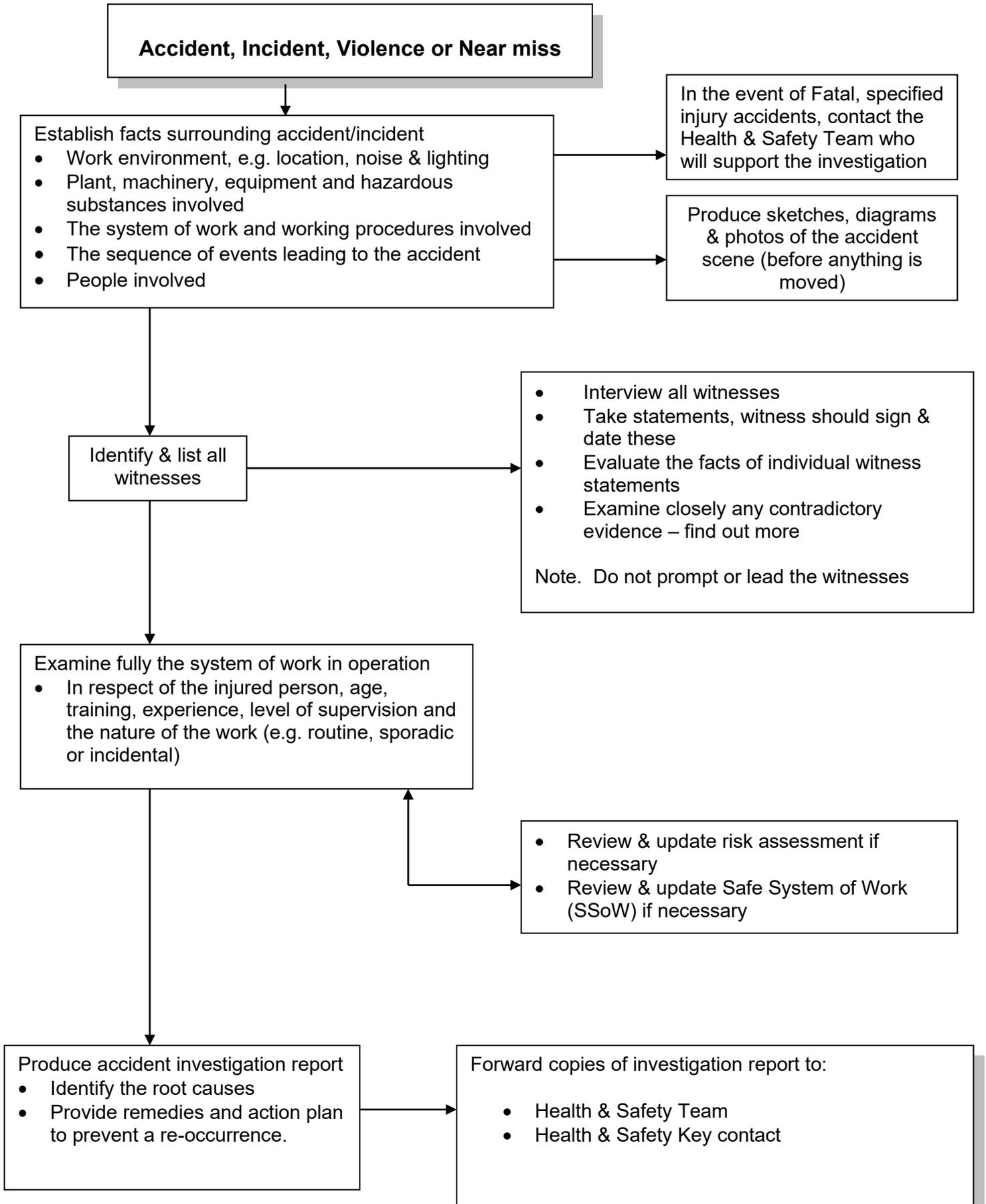
Accident Reporting Flow chart – EMPLOYEE



*For examples and further guidance please see FAQ No's.23-27 of this Arrangement

** For additional guidance on reporting a serious accident or incident during an educational visit of journey please see Section 15 – Emergency Procedures, in Shropshire Council’s Educational Visits & Journeys Guidance document.

**Appendix 4
Accident & Incident Investigation Flow Chart**



Documentation Available:
Please forward copies of the documentation to the Occupational Health and Safety Team.

	Please Tick	Yes ✓	No ✓
Pre-accident risk assessment		<input type="checkbox"/>	<input type="checkbox"/>
Post-accident risk assessment		<input type="checkbox"/>	<input type="checkbox"/>

Written information or instruction provided to employee (including safe working procedures)	<input type="checkbox"/>	<input type="checkbox"/>
Formal training records covering the activity	<input type="checkbox"/>	<input type="checkbox"/>
<p>Detail below the documentation issued together with dates, if known. If there are no records, outline below the verbal instructions that were issued:</p>		

First Aid Record	<input type="checkbox"/>	<input type="checkbox"/>
Photographs of accident scene or sketch of area	<input type="checkbox"/>	<input type="checkbox"/>
Statements of injured persons or witnesses	<input type="checkbox"/>	<input type="checkbox"/>

Health and Safety sub group at which incident will be/was discussed:

Additional Information:

Investigating Officer

Print Name:

Job Title:

Signed:..... Date:.....

The screenshot shows a web browser window with the URL https://ubw.unit4cloud.com/uk_sh1_prod_web/Default.aspx. The browser tab is titled 'Incident Form - Unit4 Busin...'. The application interface has a top navigation bar with 'Incident Form' and a search bar. The main content area is titled 'Incident Form' and contains a section for 'Accident & Incident Form'. This section includes a 'Form ID' field with a dropdown menu showing '[NEW]', a 'Form description' text area, and a 'Form owner' field with a redacted name. Below this are tabs for 'Incident Details', 'Authorisation', and 'Health & Safety'. The 'Incident Details' tab is active, showing a 'Notifier Details' section with fields for 'Name', 'Position', and 'Employee Number', all of which are redacted. At the bottom of the form are buttons for 'Clear', 'Print preview', 'Submit form', 'Save as draft', and 'Export'.

The screenshot shows the 'Person Involved' section of the 'Incident Form'. It starts with a link to a policy document: <http://staff.shropshire.gov.uk/policies-and-guidance/health-and-safety/accident-and-near-miss-reporting-procedure/>. Below this is a 'Question' field with the text 'Are you the person involved, injured or abused?' and an 'Answer' field. The next section is 'Injury/Near Miss Details', which includes 'Date of Incident', 'Time of Incident', and 'Type of Incident' dropdowns, along with a 'Type of Injury' dropdown. The 'Incident Details' section follows, with a note: 'Make sure you include full details of the incident, activity at time of incident and any steps taken to prevent recurrence'. It contains 'Incident Location' and 'Details of Incident' text areas. There are three 'Question' fields: 'Question 1' (Was this activity supervised and/or authorised?), 'Question 2' (Were there any witnesses?), and 'Question 3' (Risk Assessment Reviewed?). Each question has a corresponding 'Answer' field. At the bottom are buttons for 'Clear', 'Print preview', 'Submit form', 'Save as draft', and 'Export'.

Accident Reporting in Schools for Pupils

1. For Employees Shropshire Council's Online Accident & Incident Form Reporting System should be used. This is in line with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR). (See FAQ No.11).

2. For Non-employees e.g. visitors, parents and contractors the Online Accident & Incident Form should be used.

3. For Pupils **ALL** accidents/incidents and near-misses* need **RECORDING** and records kept on the school premise. Due to the nature of the undertakings within schools' only accidents/incidents arising out of or in connection with the work activity will need **REPORTING** to the Local Authority via the Online Accident & Incident Form reporting system.

Minor Injuries requiring minimal intervention and where no obvious contributory factors are identified which could have prevented a reoccurrence will **NOT** need to be reported to the Local Authority, but a record will need to be kept on the premises. Some examples to illustrate are detailed below:

- Falling/tripping for no obvious reason resulting in a grazed knee.
- Cut finger on paper which needs a wet green paper towel.
- 2 children collide in playground resulting in a nosebleed, or bumped heads etc.
- Child running in playground bumped into gazebo.
- Sitting on grass child fell backwards and bumped head.
- Behavioural accidents during playtime e.g. pupil-to-pupil collisions/fights do not need reporting to the Health and Safety Executive (HSE) or Occupational Health and Safety Team but should be recorded and monitored within the school.
- Medical Conditions e.g. someone faints or falls unconscious due to being diabetic or an epileptic etc, are not reportable to the Health and Safety Executive (HSE) or Occupational Health and Safety Team but should be recorded and monitored within the school.

Minor injuries should be recorded on the Pupil Accident Record Sheet example shown in **Appendix 1 below** or something of a similar nature. The following information must be recorded as a minimum to allow effective monitoring of trends.

- Date/time of accident
- Name of injured person
- Description of injury (cut)
- Where the accident happened (e.g. corridor)
- Cause of injury (e.g. tripped up step)
- Name of person completing record
- What treatment/advice given (wet paper towel or ice)
- Name of First Aider if different to the person filling in form

All other injuries to pupils will need reporting to the Local Authority using the Online Accident & Incident Form reporting system e.g. fatalities, specified injuries, dangerous occurrences, minor injuries and near-misses which arise out of or in connection with a work situation*. (N.B. accidents or incidents leading to a 7-day absence (or more) are reportable for employees only).

***Definition:**

The person involved is killed, injured or taken to hospital directly from the school by whatever means, i.e. ambulance, staff/parent's car etc, AND the accident ARISES OUT OF OR IN CONNECTION WITH WORK.

How to decide if an accident "arises out of or is in connection with work"? The following must be taken into account:

An accident will be reportable if it is attributable to:

1. School organisation (i.e. insufficient supervision of a field trip or incorrect procedures during curriculum activities including sports or other activities organised or arranged by the school).
2. Plant (e.g. fault of physical education/sport equipment, chairs, ladders etc).
3. Substances (Science experiments not wearing safety glasses and substance splashes in eye; or cleaning staff incorrectly mix substances e.g. CIF and bleach resulting in the liberation of chlorine gas).
4. The condition of the premises including play/sports grounds (e.g. potholes, uneven flag stones, or slippery paths due to snow and ice).

All the above should be reported using the Online Accident & Incident Form. Guidance on using the form is available in ERP.

For fatal and specified injuries as with employees, Shropshire Council Occupational Health and Safety Team must be notified immediately via telephone 01743 252819 or email. It will be their decision if the incident needs reporting to the HSE. The school will be informed of the outcome and provided with an incident reference number where necessary. An investigation may be required depending on the type of incident.

If a specified injury or fatality occurs out of normal office hours, then it needs reporting immediately to the Health and Safety Executive via the Incident Contact Centre telephone 0345 300 9923. Ensure an incident reference number is obtained and a copy of the incident form is sent to the Occupational Health and Safety Team Shirehall.

N.B. For dealing with and reporting an emergency during a school visit additional information can be found in the Shropshire Council's Educational Visits and Journeys Guidance document section 15.

If there are any queries or indecision whether to report an incident contact the Occupational Health and Safety Team 01743 252819 for advice.

Near misses

There is a requirement to record near misses, which are unplanned or uncontrolled events that could have caused an injury but did not actually do so. This will highlight particular areas that may need some adjustments to make it safe, e.g. someone has tripped on a carpet that is torn they don't injure themselves and so they don't report it. The next person trips on the torn carpet and falls to the ground breaking their arm because nothing had been done. If the first person had reported the torn carpet it could have been dealt with preventing the injury to the second person.

Reviewing Accidents, Incidents and Near Misses.

An analysis of all accidents, incidents or near misses must be recorded by the School and undertaken termly and considered by both school management and the Governors Committee with Health and Safety Responsibilities. The Committee should then consider the need to ensure necessary action is taken to prevent a recurrence.

A template proforma is provided to collate numbers of accidents, incidents and near misses, which should then be considered, by the Governors Health and Safety Committee. This proforma should then be included as an item for discussion at full Governors meeting on a termly basis, at the next available Governors meeting after the Health and Safety Committee has met. A copy of this proforma should be provided to the Clerk to the Governing Body who will then provide to the Occupational Health and Safety Team for Local Authority monitoring purposes.

Awareness of Accident Procedures.

The Head Teacher must ensure that all staff including any persons who administer first aid, e.g. Teachers, Teaching Assistants and Lunchtime Supervisors are provided with information on the procedures for reporting accidents. The Head Teacher must make sure that the role of the School's Authoriser is only given to someone with the authority to authorise accident and incident forms.

Injury at School-Information to Parent/Carers

When information is sent home regarding an injury in school, it is important to ensure that the following minimum details are included in case medical assistance is required at a later stage.

- Date and time of injury.
- Type of injury/near-miss.
- Brief outline of any first aid administered.

Appendix 1 (see p. 12-13 of schools H&S policy) (*Accident Reporting in Schools for Pupils*)

Example of report form

Accident Book for Recording Minor Accidents/Injuries to Pupils						
Name of School: Address:						
<p>For Pupils ALL accidents/incidents and near-misses need RECORDING and records kept on the school premise. Due to the nature of the undertakings within schools' only accidents/incidents arising 'out of or in connection with the school activity*' will need REPORTING to the Local Authority via the Online Accident & Incident Form Reporting system.</p> <p>*.Definition of 'out of or in connection with the school activity': If the person involved is killed, injured or taken to hospital directly from the school by whatever means, i.e. ambulance, staff/parent's car etc, AND the accident ARISES OUT OF OR IN CONNECTION WITH WORK.</p>						
Date & time of incident	Name of pupil	Description of injury and cause of injury where accident happened	Action taken if necessary	Treatment (if given)	Name of Person filling in form and/or First Aider	Note sent home to parents Tick <input type="checkbox"/>
2/09/12 10.30 am	John Smith	Slight nose bleed in class John is known to suffer from nose bleeds	N/A	Paper towel	Julie Smith FA Amanda Young - Headteacher	<input checked="" type="checkbox"/>
12/09/12 2.15 pm	Lucy Harper	Tripped up step in corridor - Caught finger on step and cut finger	no problem with step	plaster	Julie Smith	<input checked="" type="checkbox"/>

N.B. Use the Online Accident & Incident Form for all other accidents to pupils, employees, visitors, contractors,

School name

GOVERNORS' HEALTH & SAFETY COMMITTEE

ACCIDENTS, INCIDENTS & NEAR MISSES

Autumn Term / Spring Term / Summer Term Return
(delete as appropriate)

Accidents

Total number recorded in School during term _____

Total number reported to Local Authority during term _____

Violent Incidents (excluding behavioural pupil-to-pupil incidents)

Total number recorded in School during term _____

Total number reported to Local Authority during term _____

Near misses

Total number recorded in School during term _____

Total number reported to Local Authority during term _____

The above have been recorded/reported as appropriate by the School. The Governors' Health and Safety Committee have considered the above information and will monitor and address any trends or specific issues, which are identified.

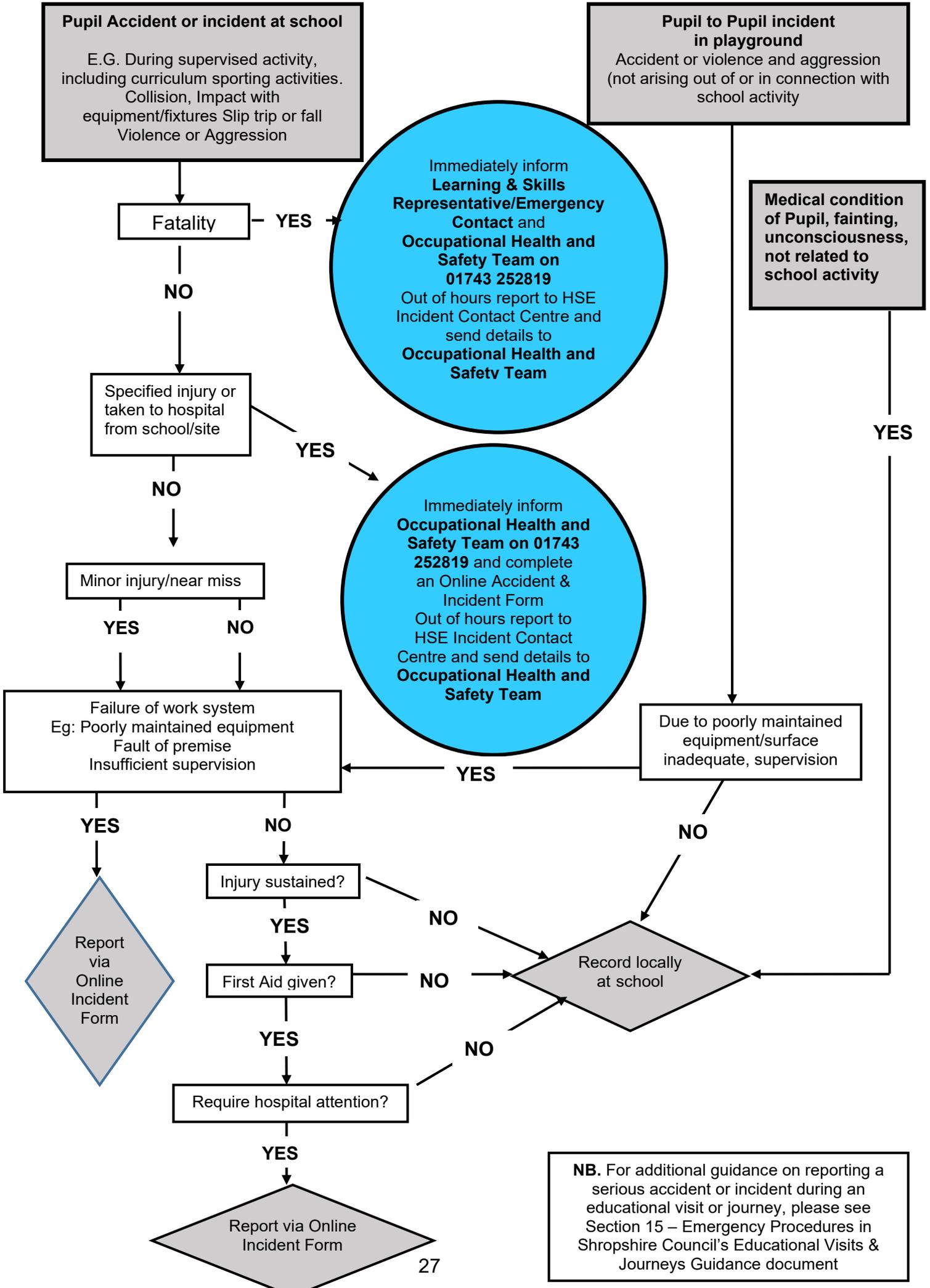
Signed: _____ Name: _____
Chair of Health & Safety Committee

Date: _____

This form should now be considered at the next available Governing Body meeting and a copy provided to the Clerk who will provide to the Local Authority.

A copy should be kept at School for Health and Safety Audit purposes.

Appendix 3-Accident & Incident reporting in schools for Pupils



NB. For additional guidance on reporting a serious accident or incident during an educational visit or journey, please see Section 15 – Emergency Procedures in Shropshire Council’s Educational Visits & Journeys Guidance document