

# Accident reporting policy and procedure

Dorset County Council's  
guide for employees



Improving the quality of life for people in Dorset,  
**now and for the future**



## **Introduction**

**1.1** Recent figures show that an average of 250 employees and self-employed people are killed each year as a result of accidents in the workplace. A further 150,000 sustain major injuries or injuries that mean they are absent from work for more than three days.

**1.2** Consistent, accurate information about the types and frequency of accidents and incidents is essential if the County Council is to effectively reduce work-related accidents and incidents.

## **Legal requirement**

**2.1** The County Council has a legal requirement to ensure accidents and incidents are recorded, investigated and managed under the following legislation:

- The Health and Safety at Work etc Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 [RIDDOR 95]
- The Health and Safety (First Aid) Regulations 1981

**2.2** More serious accidents and incidents must also be reported by the County Council to the Health and Safety Executive as required under RIDDOR 95.

**2.3** If the County Council is to develop systems for effective health and safety management, it needs clear and accurate data across a range of safety related issues. This need for data should be supported by a robust policy and procedure to ensure a consistent approach to reporting and recording accidents and incidents at work.

**2.4** Specific information on first aid can be found in the County Council's 'Code of Practice for Provision of First Aid' (2007).

## **Purpose**

**3.1** The purpose of this accident reporting policy and procedure is to:

- assist the County Council to meet with legal requirements
- ensure that all relevant details are recorded using a recognised consistent procedure
- enable prompt remedial action to be taken by relevant personnel
- ensure relevant staff take appropriate action to minimise identified hazards/risks that may present a risk for others
- provide a mechanism to report any incapacity for work that results from work place injury
- review existing systems of work to prevent the recurrence of an accident/incident
- identify frequently occurring incidents and 'hot spots'
- provide statistical information

## **Procedure**

**4.1** All accidents/incidents however minor, to staff, service users, pupils, members of the public and contractors must be recorded using the appropriate type of report form and accompanying procedure. The specific form to be completed is dependent on who is injured, the severity of the accident/incident and the action taken. The flowchart at Appendix 1 should be used to ensure the appropriate form is completed correctly and action is taken as a result of the accident/incident.

**4.2** Members of the County Health and Safety Team will ensure that accidents and incidents that fall within the categories identified under RIDDOR 95 will be reported to the Health and Safety Executive.

**4.3** All employee accidents/incidents should be recorded on the County Council's formal accident report form (attached at Appendix 2) and sent to the County Health & Safety Team at County Hall, with a copy kept in the workplace. No other type of employee accident book or forms need to be kept in workplaces or schools.

**4.4** Employees who suffer workplace abuse and/or violence should also use this form to record the incident. Further information on the recording of abuse and violence can be found in the County Council's Violence at Work Policy (2007).



**4.5** Accidents involving non-employees such as visitors/contractors/ members of the public should also be recorded in this way.

**4.6** Any serious service user or pupil accidents/incidents also need to be recorded on the County Council's accident report form and a copy sent to the County Health & Safety Team when:

- action has been taken by the workplace or school to manage the casualty such as calling 999 to provide further medical treatment on site and/or removal to hospital or
- the accident/incident is 'arising out of or in connection with work'

Accidents/incidents arising out of or in connection with work would include:

- whilst being assisted physically as part of a package of care
- during the supervision of an activity or planned sports event
- caused by machinery, equipment and substances
- in relation to the condition of the premises

**4.7** Service user and pupil accidents/incidents not requiring further medical treatment or not arising from or in connection with work (i.e. due to collisions, slips and falls) would be categorised as minor and will not usually need to be reported to the County Health & Safety Team but will need to be recorded and held in the school or workplace.

**4.8** A form for minor service user and pupil accidents/incidents has been developed and is attached at Appendix 3 for reference. It is not essential that this particular layout of form is used but Managers, Headteachers and designated staff must ensure that equivalent levels of information are recorded, including any action required as a result of the accident/incident.

**4.9** It is also important to keep a record of 'near misses'. A near miss is an unplanned event that does not cause injury or damage, but could do so. It is therefore vital that action is taken to prevent a recurrence and/or injury and the reporting form identified at 4.8 and attached at Appendix 3 should also be used for near miss recording.

## **Who completes the accident/incident record?**

**5.1** Every employee who is injured at work must inform their employer as soon as possible after the accident took place. The employee will have complied with this duty if they enter the required information on the accident form, and forward it to their line manager.

**5.2** Accidents/incidents involving service users and/or pupils must be completed by staff as soon as possible after the incident using the reporting method most appropriate to the seriousness of the accident/incident (in house recording should also be completed without delay)

**5.3** Any visitor or contractor who is involved in an accident or incident whilst on County Council premises must report it to the person responsible, such as the Manager or Headteacher. All information regarding the accident/incident should be recorded using the appropriate documentation.

## **Working in property which does not belong to Dorset County Council.**

**6.1** All accidents or incidents to employees while they are at workplaces which are not the property of Dorset County Council must be recorded using this accident recording system. Where the host employer expects County Council staff to complete their records, both accident recording systems should be used.

**6.2** Where only the County Council recording system is used, but the accident/incident involves equipment, systems or processes which are the responsibility of the host employer, a copy of the accident form should be given to the host employer. This ensures that the host employer has the information necessary to assess the cause[s] of the accident and make any necessary changes to prevent a recurrence.



## **Post Incident Action**

**7.1** Action following an accident/incident is required to prevent a recurrence which could result in further injury. To achieve this, the Manager, Headteacher and/or designated person should use the following procedure:

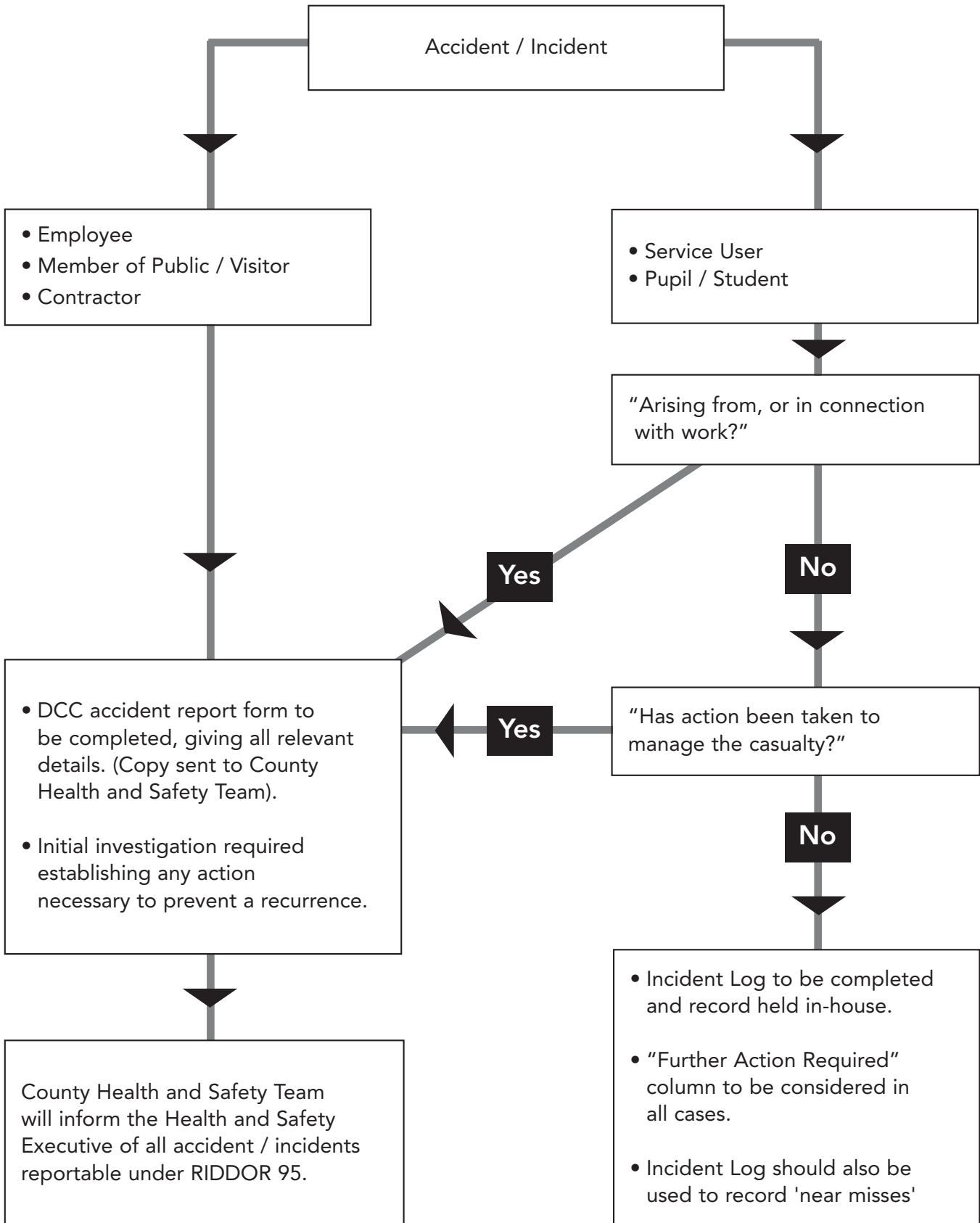
- obtain appropriate treatment for the injured person.
- make the area safe following the accident to safeguard other people in the vicinity. If the accident results in a major injury, the accident scene should be left undisturbed until an investigation is completed by an authorised officer.
- ensure that the appropriate accident reporting form is completed.
- take statements from all witnesses, if necessary.
- review existing workplace risk assessments and safe systems of work in light of the accident investigation
- introduce additional control measures if necessary and ensure that all employees are informed or trained appropriately.
- Managers and/or designated persons should encourage the reporting of 'near misses', and where appropriate, put in place control measures.

## **Implementation and review**

**8.1** The County Council will ensure that enough information and training is provided to facilitate the effective implementation of this policy and procedure.

**8.2** Members of the County Health and Safety Team will ensure that accident recording systems are an integral part of their monitoring of workplaces, including schools, and that help and support is given to Headteachers and Managers to make the transition to the new Corporate Accident Recording Policy and Procedure and associated documentation.

## Flowchart for reporting of information



County H&amp;S Team use only

F2508:

## Details of affected person

Surname \_\_\_\_\_ Forename(s) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Male  Female  Job Title \_\_\_\_\_

Workplace \_\_\_\_\_

Home Address \_\_\_\_\_

Postcode \_\_\_\_\_ Telephone \_\_\_\_\_

Employers name &amp; address (if not DCC) \_\_\_\_\_

Postcode \_\_\_\_\_ Telephone \_\_\_\_\_

Was more than one person injured in the same incident? Yes  No 

### Type of incident

- Accident
- Violence (Actual)
- Violence (Threat)
- Dangerous Occurrence
- Work Related Disease

### Injured/affected person

- DCC Employee
- Service User
- Pupil
- Contractor / Agency
- Member of Public

### Directorate

- Children's Services
- Corporate Resources
- Environment
- Adult & Community Services

### To whom was the incident first reported?

Name: \_\_\_\_\_

Post held: \_\_\_\_\_

Date/Time: \_\_\_\_\_

### Location of incident

If incident happened away from establishment/base, give details. (eg. service users house/public place/at someone elses premises)

Precise place of incident e.g. stairs, corridor \_\_\_\_\_

**Incident details** Date of incident \_\_\_\_\_ Time of incident \_\_\_\_\_ am/pm \_\_\_\_\_

What was the incident &amp; how did it happen? (If insufficient space attach details on separate sheet)

**Injury** - What injury resulted state cut, bruise, fracture. Indicate left/right**Time lost** - Did incident result in injured/affected person's absence/inability to undertake normal duties Yes  No **Inform the County Health & Safety Team by phone if more than 3 days off work has elapsed 01305 224296**

### Details of any witness(s)

Name, address, telephone no. (if not DCC employee)

### Details of assailant(s) (if violent incident)

### Action taken

- No action required
- First aid on site
- Sent or taken home
- Attended Doctor or Health Centre
- Sent or taken to hospital
- Detained in hospital over 24hr

### Report completed by:

Name: \_\_\_\_\_

Job title: \_\_\_\_\_

Date: \_\_\_\_\_

**What action has been taken to prevent a recurrence:** (Line Manager to complete, use separate sheet if necessary)

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_





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