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East Dunbartonshire Council

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HEALTH AND SAFETY

Incident and Occupational diseases

REPORTING PROCEDURE

User guide for HS1a and HS1b forms

**Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
Management of the Health and Safety at Work Regulations 1999**

1.0 INTRODUCTION:

- 1.1. This procedure revokes the previous arrangements for reporting of incidents within East Dunbartonshire Council. It takes into account the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013, the Social Security Act (Scotland) 2018, the Data Protection Act 2018 and any amendments thereof.
- 1.2. It should be noted that the original accident book, BI 510 is no longer in use and all used copies of this book including completed accident/incident reporting forms should be returned to the Health and Safety Team.

2.0 DEFINITION

- 2.1 An INCIDENT is an unplanned, unforeseen event that led to or could have led to injury/harm to persons, damage to plant / equipment or other type of loss.

Types of incidents:

- NEAR MISS EVENTS (incidents with the potential to cause harm to persons, damage to plant/equipment or other type of loss).
 - DANGEROUS OCCURRENCE: certain, specified near miss events (27 categories relevant to most workplaces and certain additional categories for gas, mines, quarries and transport systems).
 - ACCIDENT: separate, identifiable, unintended incident that causes physical injury/ harm to persons, damage to plant/equipment or other type of loss.
 - VIOLENT INCIDENT: incident in which a person is abused, threatened or assaulted in circumstances relating to their work, including verbal abuse or threats as well as physical attacks
 - FIRE ALERT: any issue related to fire safety of the building or persons in the building / location
- 2.2 Occupational Diseases are certain diagnosed reportable diseases which are linked with occupational exposure to specified hazards. The full list can be found in Appendix 5.

3.0 SCOPE:

- 3.1 The scope of these arrangements is to cover all employees of East Dunbartonshire Council whilst they are at work and others **not** in its employ that may be affected by its undertaking, e.g. contractors, public, and the environment.

4.0 OBJECTIVES

- 4.1 To ensure individual employees of East Dunbartonshire Council involved in an incident are aware of the legislative requirement to report certain incidents and occupational diseases whilst achieving and maintaining an acceptable standard of reporting.

Reporting and recording are legal requirements. The report tells the enforcing authorities for occupational health and safety (HSE and local authorities) about serious incidents and cases of disease. This means they can identify where and how risks arise and whether they need to be investigated.

It also allows to target work and provide advice on how to avoid work-related deaths, injuries, ill health and accidental loss.

Information on accidents, incidents and ill health can be used as an aid to risk assessment, helping to develop solutions to potential risks. Records also help to prevent injuries and ill health, and control costs from accidental loss.

4.2 Incident Investigation and Recording:

It is a requirement of the Management of Health and Safety at Work Regulations 1999 to undertake incident investigations to determine the immediate, underlying and root causes of the accident and for subsequent relevant actions and control measures to be put in place to prevent a recurrence. To prevent future accidents and for best practice, near miss incidents will also be reported.

5.0 PROCEDURES

In line with the above objectives, the following should be undertaken:

5.1 Notification and recording

Every employee who suffers (or could have suffered) personal injury at work must ensure that their line manager is informed as soon as possible after the incident. The employee, along with the line manager must also ensure that details of the accident/incident are entered in the internal reporting HS1a or HS1b form located within the Health and Safety section of the HUB (Business / Health & Safety / Forms / H&S Incident Reporting Forms) and forwarded to the Health & Safety Team either electronically or by hard copy **no longer than 10 days after the date of the accident.** More information on how to fill the form in Appendix 1.

When completing HS1a the injured person should indicate in the box provided within section D their consent or otherwise for Trades Union Representatives to view their personal details.

On receipt of the completed form, the Health and Safety Team will process the form in line with the incident procedures. **DO NOT DO A RIDDOR REPORT.** This procedure will be determined and subsequently carried out by the Health and Safety Team.

There are two forms:

1. **HS1a** for Accidents/Violent Incident/Fire Alert
2. **HS1b** for Near Miss incidents/ Dangerous Occurrence

5.2 Appointment of responsible persons

Executive Officers will act as or designate a responsible person e.g. Head Teacher, Area Housing Officer or Office Manager to notify the Health and Safety Team and forward the completed internal incident reporting forms HS1a or HS1b. The responsible person will

only allow access to incident records to authorised persons.

The following should be available in Council establishments:

- Access to the electronic HS1a and HS1b forms on the HUB or available from line managers.
- Blank copies of the Council incident report form HS1a and HS1b if access to the HUB is not available
- In each reported case, the Health and Safety Section will retain the original copy of HS1a form for a period of three years after the date of the incident.
- Occupational diseases can be reported directly to your Line Manager and the HR Team.

5.3 Investigation

As part of these arrangements, every incident will be investigated by the injured (or incumbent) person's supervisor/line manager to determine the immediate, underlying and root cause. As a result of the investigation, measures identified to prevent a recurrence should be entered in Section H of the reporting form HS1a.

Details of lost time through incidents should be included in Section D. This information along with the incident details will determine if the Health and Safety Team must produce a RIDDOR report.

If the incident resulted in the injured person being off work more than 7 (seven) consecutive days (not counting the day of the incident) and the HS1a form has already been submitted, an email updating the amount of days absence should be forwarded to the Health and Safety Team. **This is an essential part of the incident reporting.** This report will also be logged into iTrent.

Major accidents and those with the potential for serious consequences will be investigated by the Council's Health and Safety Adviser(s).

An occupational disease diagnosis from a GP will be forwarded to the council's Occupational Health service provider, which will produce a report with ways on how to best control the disease and exposure to the hazard for the affected employee and for other employees exposed to the same hazards.

5.4 Action required

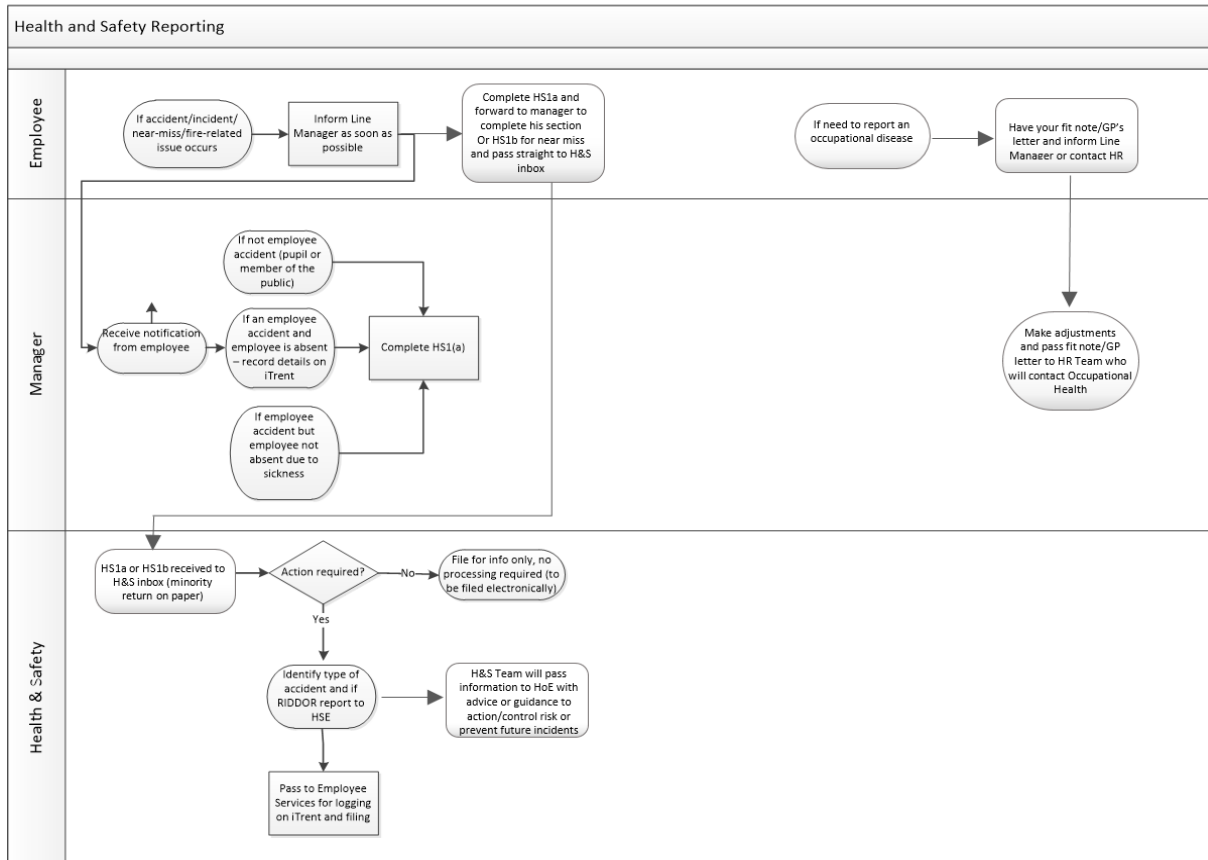
The correct form, HS1a OR HS1b and all its sections must be completed and sent to the Health and Safety Team, Organisational Transformation within **10 days of the incident occurring or on the 8th day of absence from work if the incident involves an over 7 day absence.**

The Council is required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 to notify the Health and Safety Executive (HSE) of fatalities, specified injuries, over-seven-day incapacitation of a worker resulting

from an accident, dangerous occurrences and diseases as described in Appendices 2,3 and 4,

The Health and Safety Team will undertake notification on the prescribed form (F2508/F2508A) to the Health and Safety Executive and retain a copy within the Health and Safety Team files. All RIDDOR reporting will be done **exclusively** by the Health and Safety Team.

Process Flowchart



ACTIONS REQUIRED PER TYPE OF INCIDENT

Near Miss incidents and Dangerous Occurrences

- Use form HS1b and give as much detail as possible. The list of reportable dangerous occurrences under RIDDOR 2013 can be found in Appendix 3.
- Inform the Executive Officer/Line Manager (not necessary but it's good practice)
- Attach photographic evidence or supporting document (if necessary) and email it to the Health and Safety Team.

All Accidents, including injuries to workers and non-fatal accidents requiring hospital treatment to non-workers

- Use form HS1a and give as much detail as possible. A user guide is available in Appendix 1.
- Inform the Executive Officer/Line Manager and forward form so they can complete Section H – Department Manager’s section.
- Attach photographic evidence or any supporting document (if necessary) and email it to the Health and Safety Team.

In the event of a fatality

In the event of a fatality arising out of, or in connection with work the responsible person should undertake the following actions:

- Inform the Executive Officer/Line Manager
- Advise Chief Executive or Deputy Chief Executive
- Inform the Executive Officer
- Inform Health and Safety Adviser immediately
- The Council’s Health and Safety Adviser will notify the Health and Safety Executive as soon as possible after the event by the quickest method, e.g. telephone/online form
- The Line manager should fill in form HS1a
- Information and witness statements will be gathered during the immediate aftermath.

In the event of a violent incident

- Use form HS1a and give as much detail as possible. Tick Section C for violent incident- A user guide is available in Appendix 1.
- Make sure you complete Section F – For violent incidents only.
- Inform the Executive Officer/Line Manager and forward form so they can complete Section H – Department Manager’s section.
- Attach photographic evidence or any supporting document (if necessary) and email it to the Health and Safety Team.

Education Services setting: *As above and then please refer to “Including Every Learner: Promoting positive relationships and managing behaviour that challenges”. For further actions needed when a Violent Incident occurs. Tier 1, 2 and 3 Incident report (Updated January 2020).*

Occupational Diseases

There are a number of specific occupational diseases listed in Regulation 8 of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 that can affect employees. These, upon identification by a medical practitioner or occupational health specialist require to be reported to the Health and Safety Executive.

A Health Surveillance program has been established by East Dunbartonshire Council to be able to detect early symptoms and put in place controls to prevent further

deterioration.

In order to ensure that this requirement is complied with, the details and diagnosis of any occupational disease should be forwarded to the HR Team who will contact our Occupational Health provider.

List of Reportable Diseases can be found in Appendix 5.

- Contact HR Team or Line Manager directly.
- Have your GP's diagnosis/fit note.

RIDDOR 2013

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 **will be undertaken by the Health and Safety Team.**

For accidents involving contractors

In the event of a fatality or major injury to a contractor working in or on Council premises the responsible person should inform the contractor's employer immediately and the Council's Health and Safety Team. It is the responsibility of the contractor's employer to report the accident/incident to the Health and Safety Executive.

When a contractor is involved it is the responsibility of the Executive Officer to contact the Health and Safety Team by the quickest method (e.g. telephone).

INTERNAL ACCIDENT/INCIDENT REPORT FORM HS1a

These Guidance Notes are intended to provide information to Employees and Managers on the process that must be followed to report an incident (accident, near miss, dangerous occurrence, violent incident or fire-related issue) in line with East Dunbartonshire Council's Incident Reporting Procedures.

Responsibilities

Employee

Employees must report any incident to their line manager as soon as possible after this has occurred.

Manager

When details of an incident is reported by an employee, pupil or member of the public, this initiates completion of the online Incident Reporting form HS1a or HS1b. These forms can be found on the Hub (Business / Health & Safety / Forms / Incident/Violent Incident/Fire Alert Reporting Form or Near Miss/Dangerous Occurrence).

The report must contain the investigation details and further actions to prevent recurrence, whether it is a near miss or an accident.

Please ensure **all fields are completed as fully and exact as possible**; this will allow the Health & Safety Team to record details timeously and accurately.

Full details are required, as this will impact on retention periods for the form; for example any records relating to a pupil need to be retained until the pupil reaches the age of twenty five.

Details of the sections of the form which must be completed are shown below, with notes provided where relevant, to assist completion:

Section A: Directorate & Strategic Group

Section A

Directorate(select from drop down)

Strategic Group (select from drop down)

Please select Directorate and Strategic Group from the drop-down menu.

Section B: Location of incident

Section B - Location of incident

Date of incident Time of incident

Site/ Office location

Address (Including post code)

Is this location a Council Property? Yes No

Please provide all details of the location and time of the incident.

Section C: Type of incident

Section C - Type of incident

Accident (incident that caused an injury / harm to persons, damage to plant/ equipment or other type of loss)

Violent incident (incident in which a person is abused, threatened or assaulted in circumstances relating to their work, include verbal abuse or threats as well as physical attacks)

Fire alert (any issue related to fire safety of the building or persons in the building / location)

Please select the relevant type of incident from the descriptors of the categories shown

Section D: About the injured person

Section D - About the injured person

Nature of injury: (state part and side of body affected)

Full name

Address (Including post code)

Telephone (home)

Work location

Work address (Including post code)

Continued overleaf

Ensure that the side of the body is specified as this is required if the incident is RIDDOR reportable

Section D - About the injured person (continued)

Telephone (work)

Occupation

Employee Ref. No.

Age

Gender Male Female Other

Outcome of accident/incident (select from drop down)

Did the person receive First Aid (select from drop down)

Status of injured person (select from drop down)

Employee has given permission to consent for Trades Unions Representative to view personal details Yes No

If incident results in any sickness absence please state number of days from the day following the incident, including weekends and rest days

Ensure that age is completed, as explained in 'Managers' 'Responsibilities' section

Outcome of accident/incident – please select from:

- Resumed work
- Sent home
- Advised to see own doctor
- Sent to hospital

Status of injured person – please select from:

- Council Employee
- Work Experience
- Member of Public
- Pupil
- Other (please state)

If the incident has resulted in sickness absence please provide the number of days from the day following the incident, including weekends and rest days.

Ensure the employee is aware of providing consent for Trades Unions Representative to view personal details.

Section E: About the incident

Section E - About the incident

Location

Description of incident and cause

(Please use an additional continuation sheet/sketch if required and attach)

To open the attachment please click on the arrow on the left sidebar of your screen and then the paperclip symbol

Please ensure all details are completed, giving as much information as possible. This will assist with subsequent investigation.

Section F: For violence incidents only

Section F - For violence incidents only

Description of Aggressive Behaviour Experiences

Other (please specify)

Witness name(s)

Contact number

If the assailant is a child (3-18 years of age) write CHILD and the class/stage they are in e.g. P3 or S1 - The full name will be logged at establishment (SEEMiS)

Assailant's Name and Address if known

Is assailant(s) known to have been involved in previous incidents? Yes No

If yes, please specify how many?

Were de-escalation techniques used? Yes No

Was restraint and seclusion used? Yes No

Was police and outside assistance sought? Yes No

Reported to

Designation

Description of Aggressive Behaviour Experiences – please select from:

- Damaging Property/Equipment
- Disability-based Harassment
- Physical Posturing/Challenging
- Physical Violence
- Racial Harassment
- Religious Harassment
- Sexual Harassment
- Spitting or HIV Exposure
- Throwing of Objects
- Use of Weapons
- Verbal Aggression, Threats or Abuse

Section G: About you, the person completing this record

Section G - About you, the person completing this record

If the person completing this form is also the Department manager, skip this section and go to SECTION H - Department manager

Full name

Home address (including post code)

Occupation

Work location

Contact number

Section H: Department Manager

Section H - Department Manager

Full name

Designation

Date reported

Work base

Work address (including post code)

Contact number

ACTION(S) TAKEN TO PREVENT A RECURRENCE: This section MUST be completed by Direct Line Management. Please Note: Management are responsible for investigation, identifying root cause and implementing adequate control measures to prevent a re-occurrence of accident/incident.

Person(s) responsible for the action

Proposed timescale

Need for a Risk Assessment review (tick if appropriate)

Has a debriefing/support meeting taken place with employee involved? Yes No

Have you met with:

The Employee(s) affected? Yes No

Other Parties involved? Yes No

Actions to follow for VIOLENT INCIDENT only: (Please select from dropdown menu to confirm as actions are compulsory)

Other (please specify)
e.g. create pupil management plan

Please provide as much detail as possible for action taken to prevent a recurrence including any investigation which has taken place.

Section I: Supporting Information

Please identify all of the supporting evidence which is being provided.

Section I - Supporting information provided (if relevant)	
Risk Assessment/Method Statement	<input type="checkbox"/>
Witness Statements	<input type="checkbox"/>
Photographs	<input type="checkbox"/>
Training Certification	<input type="checkbox"/>
Service/Site/Property Induction	<input type="checkbox"/>
Site/Property layout plan	<input type="checkbox"/>
Plant/equipment certification	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>

For H&S Team use only

The H&S team will complete this section using the detailed information you have provided and forward to Employee Services for recording purposes.

Reportable Incidents under RIDDOR

1. An accident resulting in FATALITY either immediately or within one year of the accident.

2. A Specified INJURY to workers:

Any fracture other than fingers, thumbs or toes

Any amputation

Any crush injury to the head or torso causing damage to the brain or internal organs.

Loss of sight (whether temporary or permanent), a penetrating injury to the eye, a chemical or hot metal burn to the eye.

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

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
- requiring resuscitation or admittance to hospital for more than 24 hours

Loss of consciousness caused by head injury or asphyxia.

3. An accident which results in absences extending to more than 7 DAYS (excluding the day of the accident but including weekends or rest days).

Over three-day incapacitation: Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days.

NB Fatalities or major injuries not arising out of work activity are not reportable. e.g. a resident of a home for the elderly falling due to a medical condition.

Dangerous Occurrences (Examples)

In certain cases incidents need to be reported to the Health and Safety Executive even if they do not cause injury. These are “dangerous occurrences” and should not be confused with the type of incident referred to as a “near miss”.

Dangerous Occurrences include:

Lifting equipment

The collapse, overturning or failure of any load-bearing part of any lifting equipment, other than an accessory for lifting.

Pressure systems

The failure of any closed vessel, its protective devices or of any associated pipework (other than a pipeline) forming part of a pressure system as defined by regulation 2(1) of the Pressure Systems Safety Regulations 2000, where that failure could cause the death of any person.

Overhead electric lines

Any plant or equipment unintentionally coming into:

- a. contact with an uninsulated overhead electric line in which the voltage exceeds 200 volts; or
- b. close proximity with such an electric line, such that it causes an electrical discharge.

Electrical incidents causing explosion or fire

Any explosion or fire caused by an electrical short circuit or overload (including those resulting from accidental damage to the electrical plant) which either:

- a. results in the stoppage of the plant involved for more than 24 hours; or
- b. causes a significant risk of death.

Explosives

Any unintentional:

- a. fire, explosion or ignition at a site where the manufacture or storage of explosives requires a licence or registration, as the case may be, under regulation 9, 10 or 11 of the Manufacture and Storage of Explosives Regulations 2005; or

- b. explosion or ignition of explosives (unless caused by the unintentional discharge of a weapon, where, apart from that unintentional discharge, the weapon and explosives functioned as they were designed to) except where a fail-safe device or safe system of work prevented any person being endangered as a result of the fire, explosion or ignition.

Any explosion, discharge or intentional fire or ignition which causes any injury to a person requiring first-aid or medical treatment, other than at a mine or quarry.

The projection of material beyond the boundary of the site on which the explosives are being used, or beyond the danger zone of the site, which caused or might have caused injury, except at a quarry.

(In this paragraph, 'danger zone' means the area from which persons have been excluded or forbidden to enter to avoid being endangered by any explosion or ignition of explosives.

The failure of shots to cause the intended extent of collapse or direction of fall of a structure in any demolition operation.

Biological agents

Any accident or incident which results or could have resulted in the release or escape of a biological agent likely to cause severe human infection or illness.

Breathing apparatus

The malfunction of breathing apparatus:

- a. where the malfunction causes a significant risk of personal injury to the user; or
- b. during testing immediately prior to use, where the malfunction would have caused a significant risk to the health and safety of the user had it occurred during use other than at a mine.

Collapse of scaffolding

The complete or partial collapse (including falling, buckling or overturning) of:

- a. a substantial part of any scaffold more than 5 metres in height;
- b. any supporting part of any slung or suspended scaffold which causes a working platform to fall (whether or not in use); or
- c. any part of any scaffold in circumstances such that there would be a significant risk of drowning to a person falling from the scaffold.

The Health and Safety Team will determine whether an incident that does not cause injury will be reportable or otherwise as a "dangerous occurrence".

Further information can be obtained from the Health and Safety Team at:
Health.Safety@eastdunbarton.gov.uk

Reportable Occupational Diseases

Diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Further guidance on occupational diseases is available.

Specific guidance is also available for:

- occupational cancers
- diseases associated with biological agents

Further information can be obtained from the Health and Safety Team at:

Health.Safety@eastdunbarton.gov.uk