

G4 ACCIDENT, INCIDENT & DANGEROUS OCCURRENCES REPORTING

CONTENTS

1. Introduction	p1
2. Objective	p2
3. Application	p2
4. Responsibilities	p2
5. Data Protection/ Information Governance	p4
6. Further Information	p4

1. INTRODUCTION

Information contained within this policy is to enable managers to comply with the legal requirements of The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Types of reportable incidents:

- **An accident:** is an unexpected and unplanned event or series of events that **did** result in actual injury to an employee, services user, member of the public, pupil or contractor, whilst on an LCC site or during an LCC-organised activity.
- **An Incident:** an event that **did not** result in any injury, but may have resulted in damage or potential damage to equipment/material or lost time.
- **A dangerous occurrence:** an unexpected and unplanned event or series of events that **did not** result in actual injury. These must be reported to prevent further incidents where injury or damage may occur.
- **An Industrial disease:** illnesses or conditions causing discomfort, disfigurement or ill health solely or primarily caused by exposure to work processes, materials or by-products.

For further advice and guidance on RIDDOR-reportable accidents, incidents and diseases, see the RIDDOR Flowchart 2019 or www.HSE.gov.uk.

2. OBJECTIVE

The aim of this policy is to ensure that injuries and incidents are investigated and reported and appropriate action is taken to prevent reoccurrences.

3. APPLICATION

All our employees and service users, pupils, members of the public and self-employed persons whilst on property or involved in activities controlled by LCC.

4. RESPONSIBILITIES

Directors and Assistant Directors

Ensuring arrangements are in place to report injuries, incidents or work related ill-health.

Line Managers/Team Leaders

Line Managers/Team Leaders to ensure that an on-line 'First Notification of Loss' (FNOL) incident report form (previously PO3 form) is completed by either the person (or a designed person) injured by/involved with the accident/incident.

Line Managers/Team Leaders to ensure the information on the FNOL form is sufficient and correct. Information should be obtained/checked/confirmed with the person(s) injured/involved with the reported accident/incident.

Line Managers/Team Leaders receive the automatic e-mail from the EvoSafe 360 system informing them that an on-line FNOL form has been completed within their area(s) of responsibility.

Line Managers/Team Leaders must check the details of the FNOL form and answer the mandatory questions before the form can be authorised. For more advice and guidance on how to do this, see the FNOL Accident Incident Reporting Quick Card for EvoSafe system Employee and Manager Guidance.

Managers should monitor the situation to confirm whether the incident falls, or has the potential to fall, within the criteria of a RIDDOR-reportable incident. See the RIDDOR Flowchart 2019 for further information and guidance.

Line Managers/Team Leaders to evaluate all FNOL forms to establish where further investigation is required.

Line Managers/Team Leaders to ensure all RIDDOR-reportable injuries/incidents are formally investigated as soon as possible to allow the maximum amount of information to be obtained. Managers should record investigation findings, any recommendations made for reducing the risk of reoccurrence, and further monitoring, within the G4 Managers Investigation Report.

See G4 Appendix 4 - G4 Managers Investigation Report Template and Guidance for template and user guidance.

Once the manager's investigation is complete, it must be forwarded to the Corporate Health & Safety Team at corporatehealth&safety@lincolnshire.gov.uk for uploading onto the EvoSafe accident database.

Line Managers/Team Leaders to ensure they fully cooperate with any independent investigations undertaken internally by the Corporate Health & Safety Team or by external teams i.e. Health & Safety Executives (HSE), Insurance Companies.

Line Managers/Team Leaders to ensure that any hard copy FNOL forms have been inputted into the on-line FNOL system.

Employees

Employees must report the accident/incident details ASAP via the on-line FNOL system. (G4 Appendix 1 – Hard Copy FNOL Form also available.)

Employees are to be as accurate as possible with the details of the accident/incident when completing the on-line FNOL form, and include as much information as possible regarding the circumstances surrounding the incident.

Employees must inform their line manager ASAP if they require time off work or are unable to perform their normal duties (i.e. can only perform light duties as a result of any work-related injuries).

For more advice and guidance on how to do this, see the EvoSafe Accident/Incident Reporting Quick Card for EvoSafe system (Employee and Manager Guidance).

Corporate Health and Safety Team

To undertake review and revision of the Policy;

To provide help and advice on the requirements for reporting work-related injuries/incidents/cases of ill-health;

To manage the contract with DWF 360, who provide the on-line FNOL reporting system;

To support managers with undertaking investigations, making recommendations and implementing change to reduce the risks of re-occurrence;

To review statistics and produce overview reports.

Data Protection/ Information Governance

Personal data pertaining to physical or mental health and condition is defined under data protection legislation as special category data. Special category data requires additional protection because of its sensitivity. You must ensure that such information, regardless of format, is held securely and only accessed by authorised persons. For further advice please contact your Data Protection Officer or refer to your data protection policy.

LCC Guidance

- On-Line Accident/Incident/RIDDOR Reporting Quick card
- FNOL Accident Incident Reporting Quick Card for EvoSafe system (Employee and Manager Guidance)
- G4 Managers Investigation Report Template and Guidance
- RIDDOR Flowchart 2019
- G4 Appendix 1 – Hard Copy FNOL Form

HSE Guidance/ Information (www.hse.gov.uk)

- HSE – RIDDOR How to make a report
- HSE - Reporting accidents and incidents at work - A brief guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

ADVICE AND SUPPORT

Please contact the Corporate Health and Safety team
(corporatehealth&safety@lincolnshire.gov.uk)

LEGISLATION

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013