

# ***Accident, Incident or Near Miss Reporting and Investigation Policy***

**2019**

## Introduction:

In the context of health and safety the Council uses the following definitions for an accident, incident or near miss arising out of or in connection with its work activity:

- **Accident** – a separate, identifiable, unintended event resulting in physical injury. This specifically includes acts of violence to people at work.
- **Incident** – an injury that is not the result of a separate, identifiable, unintended event (injuries themselves, e.g., ‘feeling a sharp twinge’, are not accidents). In addition includes serious verbal attacks, threatening language and aggressive animals.
- **Near Miss** – an unplanned event with the potential to cause injury.

It is essential that all accidents, incidents and near misses are reported to ensure investigations take place to prevent recurrence, to identify any problem areas or unsatisfactory trends and to satisfy statutory requirements.

**Relevant Legislation:** Management of Health and Safety at Work Regulations 1999  
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

**Manager:** It is SLT’s responsibility to investigate accidents, incidents and near misses and take action to prevent recurrence, identify problem areas and to satisfy statutory requirements.

**Employees:** It is the Employee’s responsibility to report all accidents, incidents and near misses at their place of work to their manager.

**Corporate Safety:** To report accidents/incidents that fall within the scope of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

If an employee, visitor or any other person is injured, the assistance of a first aider must be obtained. The first aider will decide whether to treat the injury or to refer the patient to hospital.

SLT report all accidents, incidents and near misses (including physical and verbal attacks to people at work) reported to them via the online reporting system within 24 hours. Accidents involving visitors, contractors or other persons should also be reported in this way.

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[LACHSweb online reporting system](#)

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If an accident results in an employee being absent from work for more than seven days, a member of SLT should telephone the Corporate Safety Unit, on 01484 226457, to confirm the employee is still absent, as this will require reporting to the Health & Safety Executive (HSE) to comply with RIDDOR.

Certain injuries and dangerous occurrences must also be reported to the HSE under RIDDOR. In the event of any accident resulting in death or serious injury (including a fracture of any bone in the arm, leg etc.) or a dangerous occurrence, the Corporate Safety Unit should be contacted by telephone immediately on 01484 226457.

SLT should then report the accident or dangerous occurrence via the online reporting system as soon as practicable.

**Note:**

Outside office hours or at weekends, serious accidents should be reported to the Duty Officer on **0777 333 4 999**. If the phone is not immediately answered, leave a message and the Duty Officer will contact you as soon as possible.

RIDDOR applies to members of the public if an accident on work premises results in a fatality or where someone is taken to hospital for treatment. This does not include hospitalisation on medical grounds. Further guidance on RIDDOR is available in the guidance note on Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

When any accident, incident or near miss occurs, SLT will carry out an investigation. The minimum investigation will consist of the manager interviewing the person involved and any witnesses, ascertaining all the information required to make an entry on the online reporting system.

For more serious incidents or where the consequences could have been more serious if the circumstances had been different, a more detailed investigation is needed. The Corporate Safety Unit can be contacted for assistance.

**What else do I need to do?**

Carry out a post accident risk assessment where needed