

**Reporting of Accident,   
incidents and Violence   
and Aggression**

Guidance for all council employees.

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**Renfrewshire Council**

**Guidance on Accident, Incident and Violence & Aggression Reporting**

**Contents**

1.0 Introduction

2.0 Definitions

3.0 Responsibilities

4.0 Accident Investigation

5.0 Legislation

6.0 Useful Addresses

Appendix 1 Flowchart - Identify a RIDDOR Reportable Event

Appendix 2 Blank Incident/Accident Form

**1.0 Introduction**

We are keen to constantly improve the accident reporting and investigation culture. Services can help with this by ensuring all events (accidents, incidents or near misses) are reported as quickly as possible. An event can occur in any workplace whether in a Council building, in a public place or even when working from home.

Investigating events supports managers to learn lessons from what happened and identify actions. The overall intention being to prevent ill health and/or damage happening in future. This guidance is intended to aid managers and employees to comply with council and statutory requirements.

**2.0 Definitions**

**Accident**: *this is a collective term for an event that results in injury or ill health and examples of this are:*

*minor injury, major injury (employee and non-employee), fatality.*

**Incident:** *an event that happened but did not result in harm or property damage.*

**Near miss**: *an event that almost happened but did not result in harm or property damage.* Near misses often go unreported but it is important to report them as they could help avoid a similar future event which may cause harm to a person*.*

**Dangerous occurrence**: *specific, reportable adverse events, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Further guidance is in section 2.4.4.*

**Road Traffic Collision:** *this is an event that happens when driving a council or privately owned vehicle in connection with work.*

All the above are valuable learning events and using them to improve the safety of our employees and others is our objective. The collective term ***event*** will be used throughout this guidance.

**Safe System of Work (SSOW):**  *A set of procedures according to which work must be carried out which results from systematic examination of a task in order to identify all the hazards. It defines safe methods or precautions to ensure that hazards are eliminated, or risks minimised. Examples of this include a work method statement, standard operating procedure, client’s care plan.*

*The law requires employers to provide systems of work that are planned, organised, performed, maintained, and revised as appropriate so as to be, so far as is reasonably practicable, safe and without risk to health. An SSOW is a crucial part of the risk assessment process.*

**2.1 Violence and Aggression**

We adopt the Health and Safety Executive’s (HSE) definition of work-related violence: “Any incident in which a person is abused, threatened or assaulted in circumstances relating to their work”. This can include the following:

* physical assault;
* verbal abuse - where an employee feels an unacceptable threat has been made;
* threatening behavior (with or without a weapon) including non-verbal intimidation;
* animal attack - where an animal is used as a threat or fear of violence; and
* actual or threatened attack against property - as a means of intimidation.

**2.2 Adverse Incidents - Incident Reporting and Investigation Centre (IRIC)**

Services providing direct care and support to service users will mainly require to report ‘adverse incidents’ such as Children’s Services and Renfrewshire Health and Social Care Partnership (HSCP). The Incident Reporting & Investigation Centre (IRIC) want to know about events as follows:

* using a medical device (defibrillator) or single use device (syringe/needles/catheters etc);
* or equipment used in social care; and
* while using any Personal Protective Equipment (PPE).

Services should report adverse incidents on Business World. The Health and Safety section will notify IRIC when required. The list below provides examples of equipment categories and types which may be reportable to IRIC if an adverse event occurs:

* **Estates and facilities:** window restrictors, nurse call systems.
* **Single use devices**: syringes, needles, catheters.
* **Personal Protective Equipment (PPE)**: FFP3 respirators, face visors, gloves.

Some adverse events may be RIDDOR reportable and the Health and Safety Section will decide this.

**2.3 Incident Reporting – Business World**

All events must be recorded on Business World. The incident/accident form is located within the ‘Forms’ area of the system.

Any employee can complete a form for themselves or on behalf of someone else for example, a colleague, service user or a member of the public. Managers are responsible to ensure any event is reported timeously and accurately. Managers should remind employees to submit an incident/accident form as quickly as possible and not leave them in draft status. They must monitor the workflow of incident/accident forms within their area(s) of responsibility and take appropriate action.

Forms should not be in draft, workflow or returned status ideally for any longer than 2 weeks for each stage in the process. Meantime, the system will have in-built alerts/escalations to individuals to aid the process.

Service Health and Safety Co-ordinators are responsible for monitoring the progress of forms within the system and notify managers of forms which are in workflow for a significant period of time.

Forms with Health and Safety will be completed within 2 weeks of receipt. Responsibilities are further specified within section 3.0 of the guidance.

**A user guide on completing the form has been produced by Business World and is published** [**online**](http://intranet.renfrewshire.gov.uk/article/8836/Health-and-Safety---Incident-Reporting--DSE)**.**

If, for any reason access to Business World is not available, we have provided a basic template to enable the event to be initially captured. The template is attached as Appendix 2. Ensure a completed form is always kept secure and is input onto Business World as soon as possible. Services must ensure the original copy is securely disposed of once it has been reported online.

**2.4 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**

Fatal accidents, specified injuries, accidents resulting in employees being absent from work for over 7 days, occupational diseases and dangerous occurrences must be reported to the HSE. These will be submitted on behalf of services by the Corporate Health and Safety Section.

**What is meant by 'work-related'?**

RIDDOR requires us to report an event which happens 'out of or in connection with work'. The fact an event occurred at work premises does not mean it is work-related. The work activity must have contributed to the event. An event is 'work-related' if any of the following played a significant role:

* the way the work was carried out;
* any machinery, plant, substances or equipment used for the work; or
* the condition of the site or premises where the accident happened.

It is essential all subsequent management actions undertaken following an event are recorded on Business World to enable the Health and Safety Section to include this within the report to the HSE.

**2.4.1 Fatality**

Any person who dies as a result of a work-related accident is RIDDOR reportable. Suicides are exempt as these are not work related unless a management failing was a factor.

If an employee has a RIDDOR reportable injury which results in their death within one year of the date of the accident, this will be reported to the HSE.

If an event results in a fatality, **the manager must immediately notify the Health and Safety Section and the relevant Service Director, by quickest means (usually telephone)**. Section 6.0 contains contact details.

In the event of a work-related fatality, the manager must:

1. ensure the emergency services have been called as part of the initial accident response and follow their instructions in relation to the person(s) affected.
2. immediately notify the health and safety team by telephone (0774 779 0211 / 0777 039 8143 / 0748 312 1273).
3. do not touch anything within the immediate vicinity of the accident (including equipment) and ensure the accident scene is kept secure as it will be initially considered a crime scene.

**2.4.2 Specified Injuries to Workers**

The HSE have replaced the term ‘major injury’ in the Regulations with the term specified injury, however, we still use this term in our reporting system.

**The list of 'specified injuries' are:**

* a fracture, other than to fingers, thumbs, and toes.
* amputation. Includes a traumatic amputation injury at the time of an accident and surgical amputation following an accident, as a consequence of the injuries sustained.
* permanent loss of sight or reduction in sight in one or both eyes.
* any crush injury to the head or torso, causing damage to the brain or internal organs.
* any burn injury (including scalding) which:

covers more than 10% of the whole body's total surface area or

causes significant damage to the eyes, respiratory system, or other vital organs.

## Any degree of 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 or

requires resuscitation or admittance to hospital for more than 24 hours.

All specified injuries must be reported to HSE within 10 days of the accident.

**2.4.3 Over 7 Day Injuries/ incapacitation to Employees**

Accidents must be reported if they result in an employee being away from work, or unable to perform their normal work duties, for more than 7 consecutive days as the result of their injury. This 7-day period does not include the day of the accident but does include weekends and rest days. If an employee is absent from work for more than 7 days due to an act of non-consensual violence, the absence **must** have been caused by a physical injury. Over 7-day absences must be reported to HSE within 15 days of the accident.

**2.4.4 Dangerous Occurrences**

In certain cases, events need to be reported to the HSE even if they do not cause injury. These should be reported as a dangerous occurrence using the incident/accident form. These are certain, specified near-miss events. Of the 27 categories of dangerous occurrences specified by HSE, those relevant to the Council have been incorporated within the incident/accident form on Business World. They include the following:

* the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment. A patient hoist is included in this (but not the sling).
* collapse of scaffolding (complete or partial).
* plant or equipment coming into contact with overhead power lines; and
* the accidental release of any substance which could cause injury to any person.

**2.4.5 Occupational Diseases**

Many illnesses are due to the physical demands of work or exposure to chemicals/biological agents at work. Many of these conditions take a considerable amount of time, in some cases years, before symptoms start to show. We must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by work. These diseases are:

* carpal tunnel syndrome.
* 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; and
* any disease attributed to an occupational exposure to a biological agent.

A reportable disease must be diagnosed by a doctor. Diagnosis includes identifying any new symptoms, or any significant worsening of existing symptoms. Employees need to provide the diagnosis in writing to their line manager. The manager must initially contact the Occupational Health Service for guidance. The Health and Safety Section must also be informed who will submit the RIDDOR report to HSE.

## 2.4.6 Reportable Gas incidents

Gas engineers registered with Gas Safe must provide details of any gas appliances or fittings that they consider to be dangerous, to such an extent that people could die, lose consciousness, or require hospital treatment. The danger could be due to the design, construction, installation, modification or servicing of that appliance or fitting, which could cause:

* an accidental leakage of gas.
* incomplete combustion of gas or;
* inadequate removal of products of the combustion of gas.

Unsafe gas appliances and fittings should be reported using the Report of a Dangerous Gas Fitting.

Reports can be made by a Gas engineer, or other responsible person, by following this [link](https://notifications.hse.gov.uk/riddorforms/FlammableGasIncident) to the related online report form which will then be submitted directly to the HSE. A copy can be downloaded for service records, saved onto the applicable incident/accident form on Business World and a copy should also be forwarded to the Health and Safety Section.

**It is important timeous contact is made with the Health and Safety Section**. Further advice can be obtained from the Health and Safety Section.

**2.4.7 Persons Not at Work**

In certain circumstances, events involving members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment. Examinations and diagnostic tests do not constitute 'treatment' and there is no need to report incidents where a person has been taken to hospital purely as a precaution when no injury is apparent. These must still be recorded on Business World.

There are three main categories of people to consider:

* service users including residents, pupils, work experience, students, customers, visitors, or members of the public.
* persons working for another employer for example a contractor; and
* the self-employed.

Events which happen on premises not owned or managed by the Council but involved someone for whom the Council is responsible (such as a pupil on a school trip or a service user on an organised outing) must be reported.

For sports related events, the crucial test to apply is if the event was caused by the condition, design, or maintenance of the premises/equipment or because of inadequate supervision. If an injury is caused by the normal rough and tumble of a game, it is not RIDDOR reportable. Sports related events must be reported on Business World to enable us to capture data and analyse trends.

**2.4.8 People Working for another Employer/Self Employed**

If an event occurs on Council premises involving someone who works for another employer (for example a contractor), the person in control of the premises should ensure the event is reported on Business World. In the case of a fatality the person must:

* inform the Health and Safety Section and the Service Director by telephone.
* inform the employer of the injured person by telephone. The person’s employer is responsible for reporting the event to HSE.

If a self-employed person working on Council premises is involved in an event and this is RIDDOR reportable (specified injury or an over-seven-day absence from work), then the responsible person for the premises must report it on Business World. The Health and Safety Section will submit the RIDDOR report to HSE.  
  
Self-employed persons must be reminded of their obligations before commencement of work by the person who commissioned them. This will include their responsibility to notify the Council of any incident involving themselves or others. Further advice and guidance can be provided by contacting the Health and Safety Section.

**2.4.9 An Employment Agency**

In many cases, the employment agency remains the legal employer and is under the same legal obligations as any other employer to report incidents and ill health to their employees.

Managers who have agency staff under their direction should ensure any event they are involved in is reported on Business World and notify the agency. For further guidance, please contact the Health and Safety Section.

**2.4.10 Exemption from RIDDOR**

Fatalities, or specified injuries, which were not caused by the work or undertakings of the service are not reportable. If, following investigation, management failures were identified as leading to such events these must be explored with the Health and Safety Section to determine if an event is RIDDOR reportable.

Road traffic collisions (RTC) unless the event involved:

* the loading or unloading of a vehicle.
* work alongside the road, for example, during construction or maintenance work; or
* the escape of a substance being conveyed by a vehicle.

Any RTC involving a moving vehicle(s) on a public road (other than those listed above) is not RIDDOR reportable **unless** it occurs on a site road which is genuinely 'private' and the public do not normally have access, for example a Council depot.

Appendix 1 contains a flowchart to help determine any RIDDOR reportable accidents. Further advice and guidance can be obtained by contacting the Health and Safety Section.

**3.0 Responsibilities**

**3.1 Employees**

It is highly likely someone could experience an event at work before their manager is made aware of it.

If an event has happened, it must be notified to a line manager/supervisor as soon as possible. Employees should not hold an accident/incident form in draft for any longer than 2 calendar weeks from the date the event took place.

Employees can submit an incident/accident form if they have direct access to Business World or by following local procedure.

If an event involving an employee occurs on a site/premises controlled by another service or owned by a separate organisation, the employee (or their manager) is responsible to report this on Business World. The responsible person for the site/premises where the event occurred must also be notified. Internal collaboration is encouraged between all managers as part of the subsequent accident investigation.

**3.2 Directors**

Directors are responsible for ensuring resources and processes are in place to support employees to report events. Also to ensure managers are suitably trained, informed and equipped to investigate events. Services are responsible for monitoring accident trends and submitting accident reports to their boards and committees.

Directors will ensure strategies are in place to proactively reduce or prevent workplace incidents and/or ill health.

**3.3 Managers**

Every manager must be familiar with this guidance and ensure they fully understand their responsibilities. They must ensure employees have been provided with sufficient information and training to enable them to report work related events.

Managers will ensure, where possible, employees have sufficient access to Business World to enable them to report events as quickly as possible. If employees cannot easily access electronic means to do this, managers must have suitable alternative arrangements in place. Managers should remind employees to submit an incident/accident form as quickly as possible and not leave them in draft status.

Managers should regularly check the status of incident/accident forms for their area(s) of responsibility. An accident form must not sit with a manager for longer than 4 calendar weeks.

Managers are responsible for investigating events. To equip them to do this they must undertake in-house training on accident reporting and investigation (this includes RIDDOR requirements). Documents may be sensitive or graphic in nature and should be managed appropriately.

It is important RIDDOR reporting timescales set by HSE are met by the Council and managers are crucial in helping to achieve this. Managers should ensure RIDDOR reportable events have been reported on Business World as quickly as possible as failure to observe the timescales defined within the regulations may lead to enforcement action. There is further guidance in section 4.0 below.

Analysing data

Managers can extract data from Business World to enable them to monitor events/trends within their area(s) of responsibility and identify the necessary management actions. This will also enable review of risk assessments, consider changes to the work environment, procedures, and practice as necessary to minimise the potential of an event happening again. The Health and Safety Section and Business World can provide advice, guidance, and training.

**3.4 Service H&S Co-ordinators**

Co-ordinators can extract data from Business World to enable them to monitor events/trends within their service and identify the necessary management actions. This data will also inform reports to their senior management team and the various H&S committees within their service.

H&S Co-ordinators are responsible for regularly monitoring the progress of forms within the system. They should notify managers of any forms not completed within 12 calendar weeks (3 months) of the date of the accident.

Where appropriate, they can link with the Health and Safety Section to discuss accident/incident related data and any strategies or interventions.

**3.5 Finance and Resources (FAR) Health and Safety Section**

The Health and Safety Section will provide statistical analysis of corporate level data and provide advice and guidance to assist Services to produce strategies with the aim of reducing incidents and ill health.

They will also ensure incident/accident forms are marked as complete within Business World and submit RIDDOR reports to the HSE.

**3.6 Trade Unions**

Recognised Trade Unions within Renfrewshire Council should fully endorse and support the aims of this guidance document. Trade unions should encourage their members to report all events.

**4.0 Incident Investigation**

It is recognised that the seriousness of an event will determine the required level of investigation, who will be involved and responsibility for completion of remedial actions.

When should the investigation begin?

Lessons learned from investigating an event are important. They can help with:

* understanding how and why things went wrong;
* preventing similar types of events;
* preventing injury or ill health;
* identifying the prevention or reduction of business/service provision loss and costs due to disruption, stoppage and identifying the costs involved with legal action; and
* an improvement in employee morale and attitude/culture towards health and safety.

Every event must be investigated by the injured person’s supervisor or line manager to the degree required to prevent it happening again. It is the potential consequences and the chance it could happen again that should determine the level of investigation. It is good practice to investigate all events involving members of the public. Investigating as quickly as possible is important when memories will be fresh and more reliable. Wherever possible, the scene of the event should be preserved as it was at the time of the accident.

Where there is a fatality, multiple serious injuries or the consequences are considered so serious as to merit it, an investigation will be carried out by a team. The team will be formed, as a minimum, with representation from the relevant Head of Service or their delegate, the line manager/senior manager and a Health and Safety Officer from the Health and Safety Section.

The investigation team: where appropriate this should consist of line manager(s), senior manager(s), health and safety professional(s) and trade union representative(s). A joint approach will ensure that a wide range of knowledge and experience is brought to the investigation. This should give employees confidence in the process and that they, and their representatives, feel empowered and supportive of any remedial actions.

What does the investigation involve?

An investigation will involve an analysis of all the information available. This includes:

* physical information: the scene of the accident (taking photos at the time will help);
* verbal information: statements from all those involved or witnessed the event; and
* written information: risk assessments, safe working methods, procedures, council policies/guidance, job descriptions and manufacturer’s instructions.

All the above can be uploaded onto the incident/accident form on Business World.

Duty of Candour

All health and social care services in Scotland have a duty of candour. Services should refer to their own guidance on this.

**4.1 Incident Investigation Process**

There are stages to any investigation and the steps described in table 1 will assist the lead investigator to follow the correct process.

**Investigation Process (Where and when to start)**

# **Table 1**

| **Stage** | **Process** | **Actions** | **Objectives** |
| --- | --- | --- | --- |
| 1 | **Initiating Investigation** | 1. Accident / incident 2. Reporting of serious event 3. Decision to investigate 4. Communicate   **NOTE**: Do not disturb the scene of the incident. Warn witnesses they may be required for an investigation / interview | 1. Event occurs 2. All events to be reported on Business World 3. Decide if an investigation is necessary. 4. Include Senior Managers and Health and Safety Team |
| 2 | **Evidence collection** | 1. Collate site observations 2. Interview 3. Secure evidence   **NOTE**: The dynamic and complex nature of investigations can affect timeframes. | 1. Site observations are collated in situ, remotely or through third parties. 2. Directly involved parties and witnesses are interviewed 3. Operational records, technical documentation, equipment, employee training records, or vehicle damaged etc. 4. Documents may be sensitive or graphic in nature and must be managed appropriately. |
| 3 | **Examination and analysis** | 1. Review 2. Examine and test 3. Follow-up interviews 4. Sequence 5. Analysis 6. Findings are agreed   **NOTE:** Investigations can move back and forth between the evidence collection phases.  **NOTE:** Preliminary reports maybe issued if there are critical safety issues that need to be rectified urgently. | 1. Data records, operational and technical documents are reviewed 2. Damaged equipment, vehicles or other components are tested and examined 3. Carry out follow-up interviews if required 4. The sequence of events leading to the occurrence / accident is established 5. Analysis all evidence 6. Agree finding with investigation team |
| 4 | **Report & Review** | 1. Draft Report 2. Internal Review 3. External Review 4. Approval Process   **NOTE:** Should a critical safety issue be identified during the investigation, these must be reported immediately to Senior Management or Corporate Health and Safety to seek advice or assistance to address the safety issue. | 1. The investigation team draft the report 2. Internal Review - The draft report goes under technical and administrative review 3. Directly involved parties are given opportunity to fact check the draft report 4. Senior Manager or Health and Safety final check and approved. |
| 5 | **Dissemination** | 1. Final Report 2. Safety Recommendations 3. Safety Issue monitored | 1. Final report is issued, ensuring confidentiality of information is considered at all times 2. These are shared with the relevant parties 3. Safety recommendations are tracked until the safety issue has been addressed. |

**5.0 Relevant Legislation, Council Policies** **and Guidance**

This policy is based on the following legislation, policies and procedures and shall be amended in line with any changes.

**5.1 Legislation**

1. The Health and Safety at Work etc. Act 1974
2. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
3. The Safety Representatives and Safety Committee Regulations 1977
4. The Social Security (Claims and Payments) Regulations 1987
5. The Health and Safety Consultation with Employees Regulations 1996
6. The Management of Health and Safety at Work Regulations 1999 (as amended)
7. The Data Protection Act 2018 and UK GDPR
8. The Duty of Candour Procedure (Scotland) Regulations 2018

**5.2 Council Policies and Guidance**

* Corporate Health and Safety Policy
* Corporate Policy on Violence and Aggression at Work
* Control of Substances Hazardous to Health
* Renfrewshire Council Records Retention Schedule

**5.3 Record Keeping**The Renfrewshire Council Records Retention Schedule sets out the legal timeframes for keeping information relating to events. This would apply to anything relating to the event including documents, photographs, CCTV and audio/visual recordings. This applies to anything held on Business World. We have to be mindful this may be sensitive or graphic material and should be managed appropriately.

**6.0 Useful Addresses**

**Health and Safety Section** email: [healthandsafetyenquiries@renfrewshire.gov.uk](mailto:healthandsafetyenquiries@renfrewshire.gov.uk)

Finance and Resources

Renfrewshire house

Cotton Street

Paisley

PA1 1TS

**Occupational Health Service** Tel: 0141 212 6970

Unit 28

Sir James Clark Building

Seedhill

Paisley

PA1 1TJ

**Appendix 1 Flowchart to Identify a RIDDOR Reportable Event**

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**APPENDIX 2 PRIVATE AND CONFIDENTIAL**

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**Incident/Accident Form**

**Only** use this template if you **cannot** access the incident/accident form on Business World. Its purpose is to capture basic information about what happened. Once completed, **pass the form securely** as soon as possible to your line manager who will arrange to record the information onto Business World. *The drop-down lists which you need to complete some sections of this form (indicated in the form by \*) are located on the last page of the appendix.*

**Managers**: When recording the details on Business World it is likely you will need to contact the person who completed the form and/or the injured person to obtain further information.

|  |  |
| --- | --- |
| **Person Completing this Form:** | |
| Name, position, and telephone number: |  |
| Name and position of line manager: |  |
| Date form was completed: |  |

|  |
| --- |
| 1. **People Involved:** |
| Who is this form about? ***(circle one):***  Myself / A non-employee / Another employee / No people involved |
| Main/Injured Employee Name and designation: |
| Main/injured employee’s involvement *(circle one)*: injured / not injured |
| Other people involved *(circle one)*: Yes / No |
| Other employees involved: provide name(s), position(s), work location(s), their involvement\* |
| Other non-employees involved: provide name(s), who is the person\*, contact details, involvement\* |

|  |  |
| --- | --- |
| 1. **Incident Report & Incident Details:** | |
| **Date & Time of incident (24-hour clock):** | |
| **Incident Description *(circle one)*** | |
| 1. Violence and aggression 2. Contact with electricity 3. Contact with machinery/ equipment 4. Drowned or asphyxiated 5. Exposed to an explosion 6. Exposed to fire/other forms of heat 7. Exposure to harmful substance 8. Fall from height 9. Injured by an animal 10. Lifting or handling injury | 1. Medication incident 2. Medical incident (e.g., a seizure) 3. Road traffic collision 4. Self-harm 5. Slip, trip, fall at same level 6. Struck against object 7. Struck by object 8. Trapped by something collapsing 9. Another kind of accident |
| **Outcome of Incident *(circle one):*** | |
| Dangerous Occurrence  Employee taken directly to hospital for treatment  Fatality  First Aid  Gas incident  Incident | Major injury to a non-employee  Major injury to an employee  Minor Injury  Near Miss  Non-employee taken directly to hospital for treatment  Occupational Disease  Over 7 days absence |
| Describe how the incident occurred (provide as much detail as possible): | |
| Specific address/vicinity of the incident: | |
| **What was the main injury? *(circle one)*:** | |
| Amputation  Asphyxia  Bruising  Burns  Burns/scalding causing significant damage  Concussion  Crush injury to head or torso  Dislocation without fracture  Electric Shock  Fracture  Injury due to working in enclosed space  Internal Injuries | Lacerations and open wounds  Loss of sight  Multiple injuries  Natural causes  No Injury  Other known injuries  Other not known  Poisoning  Psychological  Scalping requiring hospital treatment  Strains and sprains  Superficial injuries |
| If injured, insert the main part of the body injured?\* | |
| Please specify all which apply to the injured person: *(circle each response)* | Unconscious: Y/N  Needed resuscitation: Y/N  Hospitalised (for 24hrs+): Y/N |
| Was PPE worn/used? (If applicable, please specify all worn at the time of the incident): | |
| Was first aid given? *(circle response)* Yes No | |
| Nature of first aid: | |
| Name and contact details of first aider: |  |
| Were any Emergency Services involved? (*circle response*) | Police: Yes No  Ambulance: Yes No  Fire: Yes No |
| Were drugs or alcohol involved? *(circle response)* | Yes No Unknown |

|  |  |  |
| --- | --- | --- |
| 1. **People Involved:** | | |
| Other employee(s) involved - what was their involvement? (choose from the following)  Injured uninjured witness | | |
| Other non-employees involved. Who is the person? *Choose from the following* | | |
| A member of the public  Client  Client’s carer  Client’s parent  Employed by someone else  Not applicable | On a training scheme  On work experience  Pupil  Pupil’s carer  Pupil’s parent  Self-employed and at work |  |
| **Incident Report & Incident Details:** | | |
| What main part of body was injured? ***(choose one)*** | | |
| Ankle (left)  Ankle (right)  Arm (left)  Arm (right)  Arms  Back  Elbow (left)  Elbow (right)  Elbows  Eye (left)  Eye (right)  Eyes  Face  Feet  Finger/ Fingers  Finger/ Fingers (left)  Foot (left)  Foot (right) | Hand (left)  Hand (right)  Hands  Head  Knee (left)  Knee (right)  Knees  Leg (left)  Leg (right)  Legs  Neck  No Injury  Several locations  Toe/Toes (left)  Toe/Toes (right)  Toes | |