



Somerset
Council

HS03 Health & Safety Reporting & Investigating Incidents

Organisation	Somerset Council
Title	HS03 Reporting & Investigating Health & Safety Incidents
Author	Pam Price
Owner	The Health and Safety Service
Protective Marking	Official - Unclassified
Primary Legislation	<u>Management of Health & Safety at Work Regulations 1999</u>

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Policy on a page

Somerset Council will ensure the Council infrastructure and the data it contains will be kept secure in accordance with relevant legislation and industry best practice standards. Somerset Council will also ensure that all incidents are reported and suitably investigated.

In order to comply with the above this policy provides; the Council's rules that must be followed, the standards to be maintained and signposts to further guidance. It also highlights the risks to users, clients and the Council and the potential consequences of unauthorised access.

This document will be available to: **All Elected Members, Somerset Council employees, and Volunteers.**

Key Messages

This policy sets out the different internal reporting processes, indicates the subsequent management actions that need to be considered and how to get further help.

Recording and reporting of accidents and Health and Safety incidents is essential to ensure organisations learn when things go wrong, so we can plan to make sure that they do not happen again.

The purpose of this document is to explain when, and how accidents or incidents, need to be reported.

An investigation is then an opportunity for managers to gain a greater understanding of how work activities are carried out, the problems faced by employees and others, and the effectiveness of the measures have put in place to prevent things going wrong.

This policy and the guidance document will help managers to understand how to carry out an investigation. It explains that the level of the investigation needs to be proportionate to the significance of the event.

It also explains the difference between internal reporting processes and the means of notifying the Health and Safety Executive's (HSE) incidents that meet specific criteria.

This "policy on a page" is a summary of the detailed policy document please ensure you read, understand, and comply with the full policy.

Responsibilities

Heads of Service, Strategic Managers, Service Managers, Headteachers, and those with line-management responsibility will:

- Ensure that all employees are aware of incident reporting procedures.

When Reporting Incidents

- Ensure that all employees are aware of the need to report accidents and incidents and how to do so. This should be included in induction training.
- On receiving knowledge of an accident/incident, follow the procedure set out in the HSG 03 Guidance.
- Ensure that all incidents are investigated. The depth of the investigation will be proportional to the seriousness of the event (actual and/or potential).
- Maintain up-to-date records of any developments to the health of an injured employee after an accident, up to and including a return to normal duties or other final situation.
- When an employee has sickness absence due to a work-related cause, check that it conforms with any sickness declaration forms submitted.
- Assist contractors and visitors in reporting H&S incidents occurring to them whilst on SC premises.
- Allow safety representatives reasonable and regular access to incident details upon request for which employees have provided consent.

For the Investigation of Incidents

- Ensure that all relevant lessons are learnt following incidents. They will do this by checking that:
 - Incidents are competently investigated, recorded and that recommendations are implemented where reasonably practicable.
 - Investigations are undertaken by a manager relevant to the activity that was being undertaken.
 - Investigations are a genuine attempt to find out what happened and to improve systems, not as a device to blame people.
 - Trade union safety representatives are involved in their investigation.
 - Outcomes of investigations are shared with all relevant people.
- Ensure that anybody investigating incidents is competent to do so. If you are unsure about competency, contact the Health and Safety Service for advice. If required, training for

managers in investigating incidents is part of the “Managing Health and Safety” e-learning training course found on The Learning Centre for Corporate employees.

- Co-operate in an investigation of a health and safety incident.
- Report all near misses and accidents whether they resulted in injury, damage, or disease.
- Apply the Council’s Serious Incident Follow-up Protocol ([link required prior to publishing](#)). A serious incident in this context is one which there has been at least one employee or other person pronounced dead at the scene or taken to hospital with life-threatening injuries. It does not include a health-related incident with no work-related element.

Employees will:

- Ensure that they follow the agreed local procedures for recording and reporting incidents or work-related illness when they have been affected or when another person has been affected whilst they have been involved in some way.

The Health and Safety Service will:

When Reporting Incidents

- Monitor the relevant databases of incidents and provide feedback and structured reports as required.
- Provide Safety meeting Groups, Boards, and Committees with relevant incident statistics.
- Put in place measures to improve the effectiveness of record systems.
- Provide training resources on how to use the Incident Reporting app (Corporate) [Safety Portal](#) and how to complete an accident report via EEC (Schools) [Useful links](#).
- Attend identified training courses necessary for them to carry out those activities to be undertaken.

For the Investigation of Incidents

Ensure that incidents are adequately investigated by:

- Ensuring responsible managers undertake accident/incident investigations in a timely manner.
- Providing support and guidance to the investigating manager as required to ensure suitable and sufficient investigations are completed.
- Monitoring the quality of investigation outcome on the EEC platform (Schools) or Incident Reporting app (Corporate) This may involve asking for further information to seek assurance that the investigation is suitable.
- Making further investigations where a need is identified
- Allowing safety representatives access to completed incident forms

- Provide training for managers in investigating incidents (this is part of the e-learning “Managing Health and Safety” training course found on The Learning Centre for Corporate users)
- Provide training on the Incident Reporting app (Corporate) [Safety Portal](#)
- Provide information about H&S incidents and investigations to members of the Health, Safety, Wellbeing Steering Group (HSWSG)

Governance Arrangements

Policy Compliance

If any employee is found to have breached this policy, they may be subject to Somerset Council’s [disciplinary procedure](#).

Policy Governance

The following table identifies who within Somerset Council is Accountable, Responsible, Informed or Consulted with regards to this policy. The following definitions apply:

- **Responsible** – the person(s) responsible for developing and publishing the policy.
- **Accountable** – the person who has ultimate accountability and authority for the policy.
- **Consulted** – the person(s) or groups to be consulted prior to final policy implementation.
- **Informed** – the person(s) or groups to be informed after policy implementation.

Responsible	Health and Safety Service
Accountable	Chief Executive
Consulted	Union Group, Health, Safety, Wellbeing Steering Group HSWSG
Informed	All members, employees, volunteers & 3rd parties (on request)

Review and Revision

This policy will be reviewed as it is deemed appropriate, for instance when there is a change in statutory requirements and/or HSE guidance is revised, but no less frequently than every 36 months. Policy review will be undertaken by rolling programme established by the Health and Safety Service and agreed by the Health, Safety, Wellbeing Steering Group.

Version History

Revision Date	Author	Version	Description of Revision
June 2013	Brian Oldham	V001 - V003	Final Revision
September 2016	Graham Holmes	V004	Final Revision
May 2017	Graham Holmes	V005	Removal of reference to SW One
March 2018	Graham Holmes	V006	Include reference to B-Safe H&S Management System
March 2021	Graham Holmes	V007	Cosmetic and date changes only
	Pam Price	V008	Amalgamation with Investigating Incidents Policy. Addition of Safety Portal Power App to report and investigate incidents.

Document Notification

Approval	Name	Date
Corporate H&S Advisor	Daniel Thomas	
Executive Director of Resources, Strategy & Transformation and chair of HSWSG	Alyn Jones	
HR Committee	Committee	