

CARDIFF COUNCIL

CODE OF GUIDANCE

ACCIDENT REPORTING

(Including specified dangerous occurrences and specified diseases)

All accidents or dangerous occurrences **at work** must be reported and recorded on the appropriate documentation and must be investigated by the line managers. Some accidents, dangerous occurrences and diseases also need to be reported to the Health and Safety Executive (HSE) via the Incident Contact Centre.

The purpose of this Code of Guidance is to detail the procedures that must be followed after an accident or dangerous occurrence has occurred.

This Code of Guidance addresses the following:-

- 1.0 Accidents to employees
 - 1.1 Accidents to agency employees
 - 1.2 Accidents to Members of the Public / Service Users / Volunteers/ Persons Working for No Payment, etc.
 - 1.3 RIDDOR – Reporting incidents to the Health and Safety Executive (HSE)
 - 1.4 Summary of accident reporting procedures
- 2.0 Other incidents that need to be reported to the HSE.
- 3.0 Management responsibilities.

[Appendix A](#) Definition of “Major Injury”

[Appendix B](#) Dangerous Occurrences

[Appendix C](#) Examples of types of accidents to the public that may be RIDDOR reportable.

Note: Advice on reporting of accidents is always available from Health and Safety Advisers, Corporate Services (02920 872635).

1.0 Accidents to employees

All employee accidents, however caused, even if no one is injured, must be recorded on the Cardiff Council [Accident / Dangerous Occurrence Report Form](#).

The Service Area should forward the completed report to the Service Area Health and Safety Adviser as soon as possible. After analysis by the Health and Safety Adviser the form will be forwarded to HR People Services for inclusion on the employee’s personal file.

In certain circumstances some accidents may need to be reported to the HSE. **Refer to section on RIDDOR below.**

1.1 Accidents to agency employees

Accidents to agency employees should also be recorded in the same manner as for Council employees using the Cardiff Council [Accident / Dangerous Occurrence Report Form](#).

Where an agency employee suffers a major injury and / or is taken to hospital from the place of work following an accident, the Service Area must also report the incident to the Health and Safety Executive in the same manner as for a Council employee. The Employing Agency must also be advised. **Refer to section 1.3 on RIDDOR below.**

1.2 Accidents to Members of the Public / Service Users / Volunteers/ Persons Working for No Payment, etc.

All accidents to service users/the public must be recorded on the [Cardiff Council Service User / Public Accident Report Form](#). **The originals must be retained by the Service Area.** A copy of the completed form should be forwarded to the Service Area Health and Safety Adviser as soon as possible. These copies will be used for auditing purposes and will not be stored or retained.

In certain circumstances some accidents may need to be reported to the HSE. **Refer to section 1.3 on RIDDOR below.**

1.3 RIDDOR

Specified incidents/accidents have to be reported to the Health and Safety Executive (HSE), under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (**RIDDOR**),

These include any fatality, major injury or absence from work **for more than 7 days** as a result of an accident at work. Failure to report incidents such as these can result in the HSE taking enforcement action against the Council or individual managers.

All RIDDOR reportable incidents are expected to be reported online, **within 15 days** of the incident, but a telephone service remains for reporting fatal and major injuries **only**.

Refer to the Health & Safety Intranet site – "[RIDDOR Notification](#)" for more details on the type of reporting required and a link to the online form for reporting injuries and absences as a result of accidents at work. Alternatively go to the [HSE Internet site](#).

For detailed information on RIDDOR refer to –
[“A Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995”](#) taken from the [HSE Internet site](#)

1.4 Summary of accident reporting procedures

Accident Outcome	Description	Report to	RIDDOR Requirements	
All work related fatalities (including members of the Public)	Accidents resulting in the death of any person as a result of a work related activities.	Immediately to: Service Area Chief Officer / Operational Manager Health and Safety Adviser Operational Manager-Health and Safety (Out of hours mobile – 0779 644 1724)	Reportable under RIDDOR	Report immediately by phone* The Incident Contact Centre will return by email a completed form.
Major Injuries	See “ Appendix A ” for the description / definition of these.	Service Area Operational Manager and Health and Safety Adviser	Reportable under RIDDOR	Report immediately by phone* and Complete online form

Accident Outcome	Description	Report to	RIDDOR Requirements	
Accidents to employees resulting in more than 7 consecutive days absence	An accident at work incapacitating an employee for more than 7 consecutive days, (excluding the day of the accident but including any days which would not have been working days, e.g. an accident on Thursday returning to work on Friday the following week would be an absence of 7 days)	Follow accident recording procedure.	Reportable under RIDDOR	Complete online form
Accident to Service User / member of the Public (As detailed in 1.02 above)	If the injury is associated with someone who is not at work (eg a member of the public) and results from an accident arising out of, or in connection with, work AND results in them being taken to hospital for treatment in respect of that injury. Public Accident Examples – Appendix C)	Immediately to Service Area Operational Manager. Health and Safety Adviser	Reportable under RIDDOR	Report immediately by phone* The Incident Contact Centre will email a completed F2508 form to you.
	Any injury to a person not at work, i.e. a member of the public / service user, including school pupils, must be recorded.	Follow accident recording procedure.		

* Incident Contact Centre (Office hours between 08.30 hrs and 17.00hrs)	Tel: 0845 300 9923
* <u>Out of Office Hours</u> – Duty Officer	Tel: 0151 922 9235
A copy of all completed F2508 online form must be forwarded, by email, to your Health and Safety Adviser	

2.0 Other Incidents subject to RIDDOR Reports

Certain dangerous occurrences and specified diseases are also reportable to the Health and Safety Executive under RIDDOR.

The dangerous occurrences listed in [Appendix B](#) fall under this category. Refer to the Health & Safety Intranet site – “[RIDDOR Notification](#)” for more details on the reporting required.

If a registered medical practitioner notifies the Council that an employee is suffering from a specified occupational disease and their work involves a specified activity, the appropriate RIDDOR on-line report ([form F2508A](#)) must be completed. The specified diseases include certain poisonings, some skin and lung diseases, infections such as leptospirosis, hepatitis, legionellosis, tuberculosis and anthrax, and other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

For further advice regarding reporting of dangerous occurrences or employee work related diseases contact your Service Area Health and Safety Adviser or the Operational Manager-Health and Safety.

3.0 Management responsibilities

Sickness Reporting following an Accident at Work.

Managers/Supervisors must ask the employee when they make their first day report of sickness absence whether that absence is due to an accident at work. If it is, then managers must ensure that accident report is completed and if necessary comply with the appropriate reporting requirement as per the 1.4 above.

On being made aware of an accident managers must -

1. Ensure that, if applicable, the specified Council Officer is notified, the Council reporting procedures are followed and the appropriate RIDDOR reporting requirement is implemented, refer to 1.4 above.
2. If telephoning the Incident Contact Centre to report a fatality or major injury, note the date and time of notification, who took the message and the Incident Reference Number. Forward a copy of the RIDDOR report that should be emailed / sent to you as confirmation by the Incident Contact Centre, to the Service Area Health and Safety Adviser.
3. Ensure, if appropriate, that Witness Statements are completed by employees who witnessed the incident. (Use the Cardiff Council [Statement of Witness Report Form](#)).
4. Investigate as appropriate, the causes of the accident. If necessary interview the witness and record their statements. [Refer to the Code of Guidance for Accident Investigation](#).

5. Prepare reports on the incident, as appropriate, outlining the cause of the incident, the parts played by staff involved, training and maintenance records, whether risk assessments had been implemented, the appropriateness of work instructions, etc. Outline your recommendations the action that should be taken to reduce the risk of a repeat of the accident / incident.
6. In respect of Service User / Public Accident Report Forms attach any statements or documentation to the completed forms and retain them in the Service Area for future use.
7. Ensure that no employee makes any comment or written statement accepting liability for any accident by Cardiff Council or an individual employee. Any correspondence received by a manager from a solicitor or body acting on behalf of a claimant should be forwarded, unanswered to, the Insurance Section, Financial Services.
8. Follow Service Area administrative arrangements in respect of other processing of the accident report form.

N.B. Referral to Occupational Health Service (OHS) – as per Council Sickness Absence Policy. All employees who are absent from work (not including the day of the accident) as a result of a work related injury must be referred immediately to the Council's OHS.

When an employee alleges, or it is known, that ill health is a result of work, the employee should be referred to the OHS.

Further Information

Contact Health and Safety Advisers, Corporate Services.

Appendix A

DEFINITION OF MAJOR INJURIES

1. Any fracture other than to the fingers, thumbs or toes.
2. Any amputation.
3. Dislocation of the shoulder, hip, knee or spine.
4. Loss of sight (whether temporary or permanent).
5. A chemical or hot metal burn to the eye or any penetrating injury to the eye.
6. Any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
7. Any other injury -
 - (a) leading to hypothermia, heat-induced illness or to unconsciousness,
 - (b) requiring resuscitation,
 - (c) requiring admittance to hospital for more than 24 hours.
8. Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.
9. Either of the following conditions which result from the absorption of any substance by inhalation, ingestion, or through the skin –
 - (a) acute illness requiring medical treatment; or
 - (b) loss of consciousness.
10. Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Appendix B

DANGEROUS OCCURRENCES

Dangerous Occurrences are generally incidents that have the potential to cause serious harm to people, irrespective of whether anyone was actually injured on that occasion. Certain specified dangerous occurrences relating to the following are reportable to the Health and Safety Executive. The report must be made immediately by telephone followed within ten days by a report on Form F2508:-

This list summarises each of the dangerous occurrences

1. Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
2. Explosion, collapse or bursting of any closed vessel or associated pipework;
3. Failure of any freight container in any of its load-bearing parts;
4. Plant or equipment coming into contact with overhead power lines;
5. Electrical short circuit or overload causing fire or explosion;
6. Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion;
7. Accidental release of a biological agent likely to cause severe human illness;
8. Failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period;
9. Malfunction of breathing apparatus while in use or during testing immediately before use;
10. Failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent;
11. Collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall;
12. Unintended collision of a train with any vehicle;
13. Dangerous occurrence at a well (other than a water well);
14. Dangerous occurrence at a pipeline;
15. Failure of any load-bearing fairground equipment, or derailment or unintended collision of cars or trains;
16. A road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released;
17. A dangerous substance being conveyed by road is involved in a fire or released;

The following dangerous occurrences are reportable except in relation to offshore workplaces:

18. Unintended collapse of: any building or structure under construction, alteration or demolition where over five tonnes of material falls; a wall or floor in a place of work; any false-work;
19. Explosion or fire causing suspension of normal work for over 24 hours;
20. Sudden, uncontrolled release in a building of: 100 kg or more of flammable

liquid; 10 kg of flammable liquid above its boiling point;
10 kg or more of flammable gas; or of 500 kg of these substances if the
release is in the open air;
21. Accidental release of any substance which may damage health.

*Note: additional categories of dangerous occurrences apply to mines, quarries,
relevant transport systems (railways etc) and offshore workplaces.*

Details of all reportable dangerous occurrences are contained in Schedule 2 of
the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
1995. For a complete list of all Dangerous Occurrences under RIDDOR click
[here](#)

There is no need to report a dangerous occurrence separately in circumstances
where the Health and Safety Executive have already been notified of a reportable
injury that is connected with the incident.

Appendix C

Examples of Types of Accidents to the Public that may be RIDDOR Reportable.		
Example	A member of the public tripped over a trailing cable and hurt themselves badly. We didn't call an ambulance as their friend drove them to a hospital.	
Reportable under RIDDOR?	Yes. You must report cases where a person not at work is injured due to an accident that arises out of or is connected to your work and is taken from your premises to a hospital, by whatever means, for treatment.	Reportable under RIDDOR
Example	A person fainted and as a precaution they were taken to hospital.	
Reportable under RIDDOR?	No. The injury must result from an accident that arises out of or is connected to the work. This is not usually the case where people have been taken ill.	
Example	A member of the public had a serious injury but said they were okay and wouldn't go to hospital.	
Reportable under RIDDOR?	No. The duty is for a report to be made when a person not at work is injured because of a work accident and is taken, by whatever means, to a hospital for treatment.	
Example	A member of the public fell over in our premises, as a precaution they went to hospital but when examined the hospital said they had no injuries.	
Reportable under RIDDOR?	No. RIDDOR only requires you to report when people have been injured because of a workplace accident. If the hospital cannot find any injury there is no need to make a report.	
Example	A person slipped over in the shop but said they were unhurt. Much later they told us they had gone the next day to their GP who then referred them to hospital.	

**Examples of Types of Accidents to the Public
that may be RIDDOR Reportable.**

Reportable under RIDDOR?	No. The injured person must be taken from where the accident happened, by whatever means, to a hospital for treatment. It must be a hospital a GP or a drop-in clinic is not included under RIDDOR. They were not taken to the hospital from the site and so there is no duty to report.	
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