

Review date April 2017

Accidents, Assaults and

Near Miss Guidance



Coventry City Council

www.coventry.gov.uk

Introduction

This guidance applies to the reporting of accidents, assaults and near misses within council establishments and applies to all council employees including temporary / agency staff. Accidents involving members of the public are also reportable if they occur on Council premises or involve tasks or activities for which Council holds responsibility. Links are also given for other key reference documents, supplementary information and the current guidance from the Health and Safety Executive. (HSE)

Accurate and consistent reporting is important and a legal requirement. All incidents should be reported, regardless of the level of injury sustained. Incidents of violence and aggression, (physical or verbal,) and near misses must also be reported.

It is important to report 'near misses' to prevent further accidents which may result in injury. A near-miss is "an unplanned event which does not cause injury or damage, but could have done so." Workplace hazards are most likely to be spotted by people who work in the environment every day, and if there is a good reporting system in place, the hazard could be dealt with before someone is injured. It is important for managers to create a culture which encourages reporting of these incidents, so that reporting is seen as evidence of a successful safety culture, and not one of failure.

Motor vehicle incidents involving fleet or council owned vehicles should initially be reported on a motor vehicle incident form (MIF). If injury is sustained it should also be recorded on SHE ASSURE, the council's health safety and incident management system.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), work related injuries leading to more than 7 days absence from work and injuries termed as 'Specified Injuries' (previously known as major injuries) must be reported to the Health and Safety Executive. The Health and Safety Team report these incidents to HSE on the behalf of the Council, using the information on the SHE ASSURE incident record.

This statutory requirement has strict time parameters, so it is vital that SHE ASSURE records are created within 24 hours of the incident, wherever possible. This electronic record should also be kept updated as required, for example where an initial injury evolves into a greater than seven day lost time injury. This will ensure that the Authority can meet its' legal reporting obligations.

Purpose and benefits of accurate reporting

- To comply with legislation and guidance
- To collect statistics and enable the evaluation of trends
- To prevent a near miss reoccurring, resulting in injury to another person
- To learn from and prevent recurrence of similar incidents
- To assist in appropriate and proportionate follow up, including review of risk assessments, safe systems of work (SSoW) or re-allocation of resources

Management responsibilities:

- Be familiar with the reporting requirements of the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 and the City Council's reporting procedures and protocols
- Ensure that employees understand the requirement to report accidents, near misses and incidents of violence/ aggression and proactively encourage this within the workplace
- Ensure that risk assessments are in place for the activities they are responsible for
- Ensure that safe systems of work are in place where they are required by the task
- Provide suitable and appropriate equipment for the task being undertaken
- Provide and maintain any personal protective equipment assessed as required
- Ensure that employees have received relevant training or instruction to be able to carry out their duties safely
- Access the SHE ASSURE training provided by Occupational Health, Safety and Wellbeing Services, or ensure that another appropriate person is suitably trained
- Ensure all incidents are accurately and comprehensively recorded using the SHE ASSURE system within a 24 hour period wherever possible and the record is updated as required in a timely manner, for example, amendments to injury details or return to work dates
- Ensure that Occupational Health, Safety and Wellbeing Services are notified by phone and the SHE ASSURE incident record is updated, where the details of the accident change, resulting in a reportable incident, to enable the Authority to fulfil the legal requirement under the provisions of RIDDOR
- Ensure that appropriate follow up/ investigation is undertaken; as dealt with in separate guidance, to include review of risk assessments or SSoW
- Schools should ensure they are familiar with their specific criteria for reporting incidents on SHE ASSURE; following previous guidance, or referring to their lead Health and Safety Advisor if uncertain
- **Notify Occupational Health, Safety and Wellbeing Services directly by phone of any accident or incident which results in a fatality**

Employee responsibilities:

- Ensure they report any accident, incident, near miss or violent/ aggressive act (physical or verbal) to their manager as soon as possible and not later than 24 hours after the incident
- Ensure that their manager is kept updated as far as possible following an incident
- Co-operate with any follow up or investigation that the manager identifies as necessary
- Comply with safe systems of work, risk assessments and access appropriate health and safety training as identified by their manager

Training

City council training

- SHE ASSURE training
- Accident Investigation Training
- Risk assessment training including implementation of appropriate control measures

Topic Specific Legislation

- Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013

Further Information and Council guidance

SHE ASSURE - [click here](#)

Motor vehicle incident form - [click here](#)

Serious Incident Protocol - [click here](#)

HSE guidance - [click here](#)

Types of reportable incidents - [click here](#)

Contacts

For further information contact:

To report a fatal accident:

Occupational Health, Safety and Wellbeing Services on 024 7683 3172 or 024 7683 4019

To seek assistance on the SHE ASSURE reporting system:

Telephone: 024 7683 1198 option 1 Health and Safety

e-mail: assurehelpdesk@coventry.gov.uk

If you need this information in another language or format please contact Health and Safety on 024 7683 3172