

HS5(B)

Guidance to the Completion of the Incident/Accident Investigation and Injury Record Form HS5(A)

Introduction

These notes are intended to assist in the completion of the Incident/Accident Investigation and Injury Record (HS5(A)).

The report enables an employee to report all types of incident/accident from the most minor injury or near miss through to major injury, lost time accident or dangerous occurrence.

By good reporting and systematic investigation, the Council will be able to meet its statutory duty, identify risk profiles, observe trends in injury and provide a basis for safety planning.

How to fill in the Incident/Accident Investigation and Injury Record

Department/Division

Record the name of the department/division e.g. Education and Lifelong Learning – Schools.

Premises/Site

Record the section of the department in which the person works, e.g. the name of the school, home for the elderly, name of site etc.

Section A:

As this section is the Council's legal record, you will need copies for the following:-

- (i) the individual;
- (ii) the individual's personal file;
- (iii) the departmental accident file;
- (iv) human resources department

This section is also intended to preserve the right of an employee or other person to report an incident/accident injury. This section may be filled by the individual involved or a person nominated, or the person receiving the report, e.g. by telephone.

1. **Name and Address:** Record the full name and address of the person involved in the incident/accident. This block is also used to record the staff number (if an employee) and work (if applicable) and home telephone numbers of that person.
2. **Age:** Record the age of the person at his or her last birthday.
3. **Sex:** The sex of the person is identified by ticking the appropriate box.
4. **Occupation:** Record the occupation or status of the person, e.g. teacher, pupil, student, home help, resident, painter, plumber, member of the public, client, etc.
5. **Section or Work Area:** Record the normal workplace or home base of the person involved (if an employee).
6. **Date and Time of Occurrence:** Record the date and time of the accident, e.g. 26.05.96 – 14.30.

7. **Date and Time Reporting:** Record the date and time of reporting, e.g. 27.05.96 – 09.00.
N.B.: The 24 hour clock system should be used when recording the time.
8. **Brief Description of Incident/Accident:** Record an account of the Incident/Accident in person's own words. The employee involved has a legal right to report the incident/accident as he or she saw it (1975 Social Security Act). This section is not used to record an investigation.
9. **Exact Location of Incident/Accident:** Record the exact location where the incident/accident took place, e.g. in the classroom near the window, in the living room of the clients home, in the excavation, outside Boots the Chemist, etc.
10. **Name and Address of Witness(es):** Record the name and address of any person or persons who actually witnessed the incident/accident or who may be able to provide information relating to the cause or causes of the incident/accident. It is recommended that, where appropriate, informal statements should be taken from those persons named.
11. **Injury Details:** Record (where injury has occurred) the type of injury sustained and the part of the body affected, e.g. bruised left knee, cut index finger of left hand, split nail on big toe right foot, dust in left eye. Note: hurt back, bang on head will not suffice.

On some occasions, the extent of the injury will not be notified until medical advice has been provided. On these occasions, the information may be added later.
12. **First Aid Administered and by Whom:** Record the treatment provided by the trained first aider (where applicable), e.g. wound examined, cleaned and adhesive dressing applied to the index finger of right hand, etc.
13. **Fall from Height:** With incidents/accidents which involve a fall from above ground level, record the height from which the person has fallen. The measurement should be taken from the body contact point, i.e. feet if the person was standing or knees if kneeling, to the ground or floor level onto which the person has landed.
14. **To Whom Reported:** Record the occupation or status of the person to whom the accident was reported, e.g. supervisor, line manager.
15. **Record the Signature of Injured or Nominated Person:** Record signature in this section.
16. **Name of Person Recording Details:** Record the name of the person filling in this section.

Section B:

Report by Manager or Supervisor

This section enables the Council to meet its statutory duty to investigate incidents/accidents reported and identify their causes.

Identification of unsafe acts or conditions will enable managers to take appropriate remedial action to prevent a recurrence. Should the investigation concern a reportable accident, please refer to the Council's Policy HS 5 (Reporting of Injuries, Diseases and Dangerous Occurrences – RIDDOR) and its Accident Reporting Arrangement Guidelines.

17. **Report of Investigation:** Record the details of the investigation. This section may be continued on a separate sheet and, where appropriate, accompanied by a sketch, drawing or photographs.

18. **Action to Prevent a Recurrence:** Record the action taken based on accident causes identified during the investigation.
19. **Action Taken by Whom:** Record the name of the person responsible for ensuring that the remedial action identified in Item 18 is carried out.
20. **Machinery:** Appropriate boxes should be ticked to record whether a machine was involved in the incident/accident.

(Machine is defined in BS5304 as 'an apparatus for applying power, having fixed and moving parts each with definite functions).
21. **Machinery Continued:** If the 'Yes' box was ticked – the name and type of machine will be recorded here, e.g. A. Smith bandsaw – serial number 02364.
22. **Machinery Continued:** The appropriate box should be ticked to record whether the machine was in motion at the time of the incident/accident.
23. **Protective Equipment:** The appropriate box should be ticked to record whether protective equipment was issued to the injured person.
24. **Protective Equipment Continued:** If the 'Yes' box has been ticked, the details of the protective equipment will be recorded here, e.g. Wellington boots, gloves, goggles, safety helmets, etc.

Protective Equipment is fully defined in the Council's Policy HS2 – Use of Personal Protective Equipment (PPE).
25. **Did Injured Person:** This is concerned with what has happened to the injured person immediately after the incident and the appropriate reply should be indicated by crossing out Yes or No.
26. **Was Work Authorised:** The appropriate box should be ticked to record whether the work being carried out was authorised.
27. **Number of Days Lost:** Record the number of days lost by completing this section.

On some occasions, this information will not be known until a later date.
- 28(a) **Normal Hours of Work:** Record the hours the person would be expected to work on the day of the incident/accident.
- 28(b) **Actual Time Ceased Duty:** Record the actual time the person left work after the incident/accident.
29. **Investigating Officer Signature:** Record signature of the person who investigated the incident/accident in this section. The date must also be recorded.
30. **Manager's/Supervisor's Signature:** Record the signature of the manager/supervisor of the person involved in the incident/accident. The date must also be recorded.

Section C

For Office Use Only

This section is intended for the use of those persons who have a responsibility for maintaining the Council's arrangements for incident/accident recording and ensuring the external agencies (e.g. Health and Safety Executive – HSE) have been informed.