



**BRIDGEND TOWN COUNCIL**  
**REPORTING AN ACCIDENT INCIDENT OR NEAR MISS**  
**GUIDANCE**



### **Introduction**

New accident and incident / near miss forms were approved by the Facilities Committee on 16 June 2021.

All accidents incidents and near misses (accidents) must now be reported using these forms.

Please note that this does not relate to non-work related incidents.

### **Definitions**

The following definitions are taken from guidance issued by the Health and Safety Executive (HSE).

#### **Accident**

“An event that results in injury or ill health”, including stress and/or psychological trauma.eg slip trip or fall, physical assault, injured while lifting or carrying.

#### **Incident / Near Miss / Dangerous Occurrence**

“An event that while not causing harm had the potential to cause injury or ill-health” - eg tripping over a loose floorboard without actually falling or jarring something, or an object falling from a shelf and narrowly missing someone.

#### **Work related**

This relates to accidents, incidents and near misses (dangerous occurrences) that happen as a result of, or in connection with work undertaken or events hosted by the Town Council and is associated with a failure in procedures, equipment etc.. This means an accident involving an employee, agency worker, member of the public, contractor, or service user that results from:

- any Town Council activity, both on or off Town Council premises
- the way the activity has been organised and managed.
- Involvement of any Town Council equipment, machinery or substances.
- the design, construction or condition of Town Council premises.

All work related accidents, incidents and near misses must be reported, recorded and investigated. They should be reported to the immediate supervisor / line manager/facilities team at the earliest opportunity. This can be by the individual sustaining the accident, or by another on their behalf.

The line manager/facilities team must contact the Clerk to the Town Council without delay following:

- any fatality,
- any fracture other than to fingers, thumbs or toes or
- any amputation
- loss of sight
- scalping
- any injury which results in a non-employee being taken to hospital direct from the place of injury and receiving medical treatment.
- any dangerous occurrence
- any absences from work following a work related injury.
- an employee being unable to perform their normal duties for over 7 days

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- any near miss or other incident that has the potential to cause the above.

This will normally be by means of a telephone call to 01656 815757. If the accident occurs out of hours a voicemail message should be left or an email sent to [bridgend.tc@bridgend.gov.uk](mailto:bridgend.tc@bridgend.gov.uk)

## Reporting & Recording of Accidents

From 1 July 2021 all work related accidents, incidents and near misses must be recorded using the following forms:

- [Accident Form AF01 V1.0](#)
- [Near Miss Incident Form IR01 V1.0](#)

### Reporting an accident involving yourself

Any employee who has had an accident or near miss should complete the appropriate form (AF01 or IR01), sign, date, and return it to their line manager for investigation. In the case of a non-employee it should be returned to the facilities team for investigation.

### Reporting an accident involving someone else

In normal circumstances, the member of staff who had the accident will complete the appropriate form and it will be investigated by their line manager/facilities team. However, it is recognised that not all accidents involve a member of staff.

In these situations the appropriate form can be completed on behalf of someone else, such as a member of the public, contractor, service user, to the relevant manager for completion.

The injured party will be required to confirm that they are satisfied with the details that have been recorded and asking the injured person to sign.

## Investigation

The submitted accident report form, with attachments, must be forwarded to the employee's line manager/facilities team for investigation. Line managers must complete the second page of the form to record the investigation. Managers are required to complete the investigation within 5 days, before submitting it along with any additional attachments or supporting evidence. All reports and investigations will be reviewed by the Clerk and FM when completed and if required returned to the manager for further investigation.

Any investigation should be proportionate to the circumstances e.g. a significant incident will probably require detailed investigation and they must at the very least, verify that the accident description given by the injured party is an accurate reflection of events.

## Retention

Records must be stored for the appropriate length of time eg

- adult – at least 3 years
- child – at least 3 years after their 18<sup>th</sup> birthday

Commented [KD1]: ?? not sure who is best to investigate?

Commented [RS2]: May depend on incident? May require CEE or Snr Mgt team



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### **Reporting of Industrial Diseases and Dangerous Occurrences Regulations (RIDDOR)**

Certain accidents must be reported to the Health and Safety Executive within set timescales - which for serious incidents, would not permit a complete investigation to be undertaken prior to CHSU informing the HSE.

For over 7 day injuries or minor injuries the Clerk and FM will review the investigation report to:

- Determine if the accident should be reported to the Health and Safety Executive (HSE) as required by Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (**RIDDOR**) and;
- Report the accident to HSE, where applicable – **Please note that this must only be undertaken by Clerk .**
- In consultation with the line manager, decide whether the accident needs further investigation.

The Clerk and FM will support the line manager in any necessary investigation. If there are any doubts in relation to the seriousness of an accident please contact the Clerk and FM to discuss.