



KCC Accident Book

Contents

[A Brief Guide to Accident/Incident Reporting](#) [Page 3]

[Accident Reporting & Investigation Flowchart](#) [Page 7]

[Guidance on Accident/Incident categories and factors for consideration](#) [Page 8]

[Accident/Incident Reporting and Investigation: SafetyNet Guidance](#) [Page 10]

[Reporting RIDDOR Accidents/Incidents: SafetyNet Guidance](#) [Page 18]

[Health and Safety Adviser – Contact details](#) [Page 28]

[Personnel and Area Office Contacts – Oracle Inputting](#) [Page 30]

A Brief Guide to Accident and Incident Reporting



What you should know

The following is a brief guide to reporting accidents/incidents. Please refer to detailed guidance in your accident book or Clusterweb: [ClusterWeb: Accident Book and Accident Reporting](#).

What accidents/incidents should I report?

All accidents/incidents, however minor, should be reported because they can help to show trends which might help to prevent more serious accidents.

Even accidents/incidents that do not result in any lost work or school time can help us identify ways in which we can make our workplaces safer.

As a general rule if in doubt REPORT IT!

As well as using the Kent reporting system some accidents/incidents are legally required to be reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 1995). These types of accidents/incidents are known as 'RIDDOR Reportable'.

What do I report if I am a Voluntary Aided or Foundation School?

Voluntary Aided and Foundation Schools do not have to complete KCC's accident/incident forms. However to assist KCC with its monitoring of accident data throughout the County, we would ask all schools to use KCC accident reporting documents to report any significant incidents as described above.

What accidents to employees do I need to report to the Health & Safety Executive (HSE)?

You must report two types of work-related accidents/incidents to the HSE if the accident/incident results in injury to either your employees, or self-employed people working on your premises:

- Accidents arising out of or in connection with work which result in a death or major injury
- Accidents arising out of work which prevent the injured person from continuing his/her normal work for more than three days following the day of the accident/incident.

For the complete list of reportable accidents/Incidents please refer to the guidance on [Reporting RIDDOR Accidents](#).

What about other people who are not at work? i.e. pupils, visitors, contractors.

You need to report an accident/incident that happens to someone who is not at work, such as a pupil, visitor, contractor or service user if:

- The person involved is killed or is taken to hospital for treatment from the scene of the accident/incident **and**
- The accident arises out of or in connection with KCC work activities

Like fatal and major injuries to employees, you must notify these accidents to the HSE without delay and then in writing within ten days on a completed Form F2508.

Playground accidents due to collisions, slips and falls are **not reportable** unless they arise out of or in connection with work, such as the condition of the premises or equipment, or the level of supervision.

How do I report accidents/incidents to the HSE?

ALL schools MUST complete the form F2508 and send it to the Health and Safety Executive (HSE).

A copy of report forms F2508/F2508A can be found in your accident book or on Clusterweb through the following link: [ClusterWeb: Accident Book and Accident Reporting](#)

The Directorate Health and Safety Adviser's contact details can be found through the following link: [Contacts](#)

➤ **Fatal Injuries**

You must notify the HSE of fatal injuries without delay.

- a) Telephone the HSE (Incident Contact Centre) on 0845 300 9923 **and**
- b) Telephone your area/directorate Health and Safety Adviser

For fatalities, if you are unable to contact your area/directorate Health and Safety Adviser, please telephone the Corporate Health & Safety Manager on 01622 694273.

➤ **Major Injuries to employees (e.g. fractured arm)**

In order for both the HSE and your area/directorate Adviser to know about serious injuries without delay, please:

- a) Fax completed form F2508 to the HSE on 0845 300 9924 and to your area/directorate Health & Safety Adviser

or (if faxing is not possible)

- b) Telephone the HSE on 0845 300 9923 and follow up by sending a completed form F2508 to the HSE within 10 days of the accident/incident

A copy should also be sent to your area/directorate Health & Safety Adviser.

➤ **Over three day accidents/incidents to employees**

You do not need to notify over three day accidents immediately, but you must report them in writing to HSE on Form F2508 within ten days of the accident/incident occurring.

Send the form by first class post or fax it to the HSE within ten days.

A copy should also be sent to your area/directorate Health & Safety Adviser.

HSE Contact Details:

HSE South East Headquarters, Phoenix House, 23-25 Cantelupe Road, East Grinstead, West Sussex. RH19 3BE.

What accidents/incidents do I need to investigate?

The following lists are not exhaustive and are provided as a guide. If you have concerns following an accident/incident, which you feel require further investigation, you should discuss them with your Line Manager or area/directorate Health & Safety Adviser.

An investigation should be carried out if:

- The accident/incident reported on form HS157 requires further investigation
- You need to record more detail than is possible on accident/incident form HS157
- You have sent either form F2508 or F2508a to the HSE
- The accident/incident could happen again

An investigation should also be considered if the following factors are suspected / evident:

- anything involving significant injury
- accidents/incidents apparently arising from insufficient procedures/risk assessments or apparent failure to follow procedures/risk assessments
- accidents/incidents involving damaged or faulty premises, plant or equipment
- accidents/incidents apparently arising from insufficient supervision
- any significant injury involving assault or violence
- accidents caused by or involving a third party

How to carry out an investigation and who to involve is detailed in the Frequently Asked Questions section of [Accident Reporting and Investigation](#) guidance.

What do I do if I receive written correspondence from the HSE or a solicitor?

It is normal for the HSE to contact the relevant directorate regarding a health and safety issue. It is important that all correspondence from the HSE is brought to the attention of both the Corporate Health & Safety Manager and your Directorate Health and Safety Adviser.

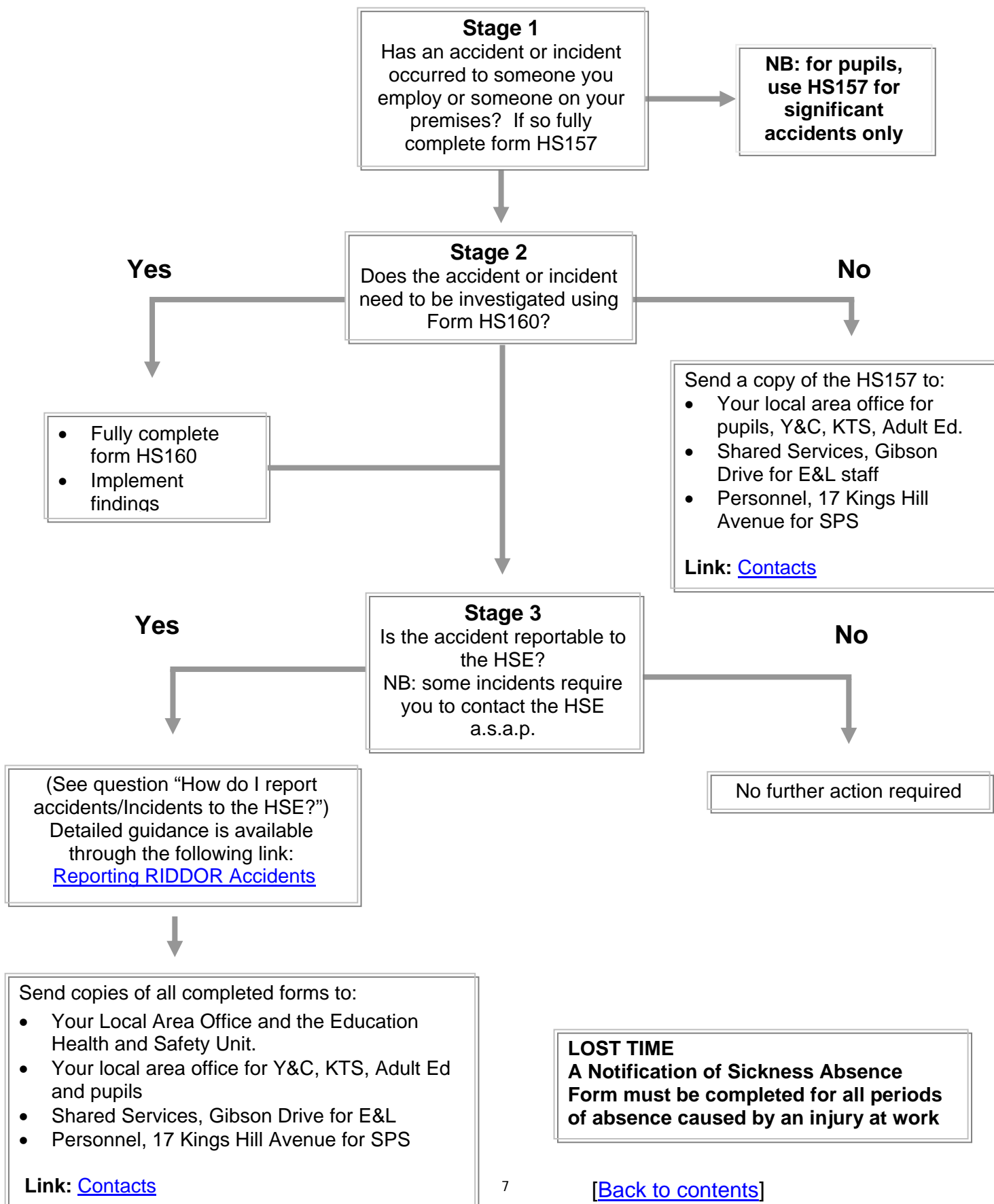
If you receive written correspondence from a solicitor you should inform and consult your Directorate Health and Safety Adviser and the Insurance and Risk Department before responding.

[\[Back to contents\]](#)

Accident Reporting & Investigation Flowchart – Education & Libraries

Please attach the flowchart and the attached guidance notes to the front of your accident book for easy reference and guidance.

Follow stages 1-3 of the flowchart and report accidents/incidents as appropriate.



Accident/Incident Reporting and Investigation

Guidance on Accident/Incident categories and factors for consideration

The accident/incident factors identified with each of the categories below will help you choose which appropriate box to tick on form HS157. We have also identified factors which you may wish to consider when carrying out an investigation and suggesting future prevention measures.

Moving/Handling objects/person	Tick this box on the form, if the accident/incident involved the lifting, carrying, pushing or pulling of an object or person which resulted in injury.	
	Incident factors:	Consider weight, location, frequency, use of mechanical aids, assistance required, training, risk assessment, individuals fitness etc.
Struck against	Tick this box on the form, if the accident/incident involved an individual slip/trip/falling against an object.	
	Incident factors:	Slipped, tripped, fell, pushed against, walked into a fixed/stationary object.
Struck by	Tick this box on the form, if the accident/incident involved an individual being struck by an object.	
	Incident factors:	Struck by a falling object, hit by a moving of flying object, struck by object being thrown or ejected from a machine etc.
Sharp Object	Tick this box on the form, if the accident/incident involved contact with a sharp object.	
	Incident factors:	Faulty/ damaged equipment, exposed sharp edges, needlestick injuries, glass, knives, kitchen equipment etc.
Hot/cold contact	Tick this box on the form, if the accident/incident was as a result of contact with a hot or cold surface/object.	
	Incident factors:	Burns, scalds etc.
Slip/trip/fall on same level	Tick this box on the form, if there was a slip, trip, fall on the same level.	
	Incident factors:	Flooring, shoes, cleanliness of floor, liquid spills, polish, dropped litter, lack of attention, running, playground collisions, snow, ice, etc.
Fall from height	Tick this box, on the form, if there was a fall from below or above ground level e.g. stairs, a ladder, staging, kick stool, chair, from the top of a vehicle, down a pit, side or roof of a building, scaffolding etc.	
	Incident factors:	Stairs, nosings and handrails, shoes, dizziness, carrying equipment, lack of guarding, poor scaffolding, drugs/alcohol, lack of training/attention etc.

Machinery / equipment	Tick this box on the form, if the accident/incident involved the direct use of machinery/equipment.	
	Incident factors:	Damaged/faulty machinery/equipment, guarding, lack of maintenance, incorrect use of equipment, lack of training, safe system of working etc.
Electrical injury	Tick this box on the form if the accident/incident involved contact with electricity, i.e. shock, burn, spark etc.	
	Incident factors:	Faulty/ damaged equipment, exposed lives wires, misuse of equipment, inadequate training, lack of maintenance etc.
Awkward movement	Tick this box on the form if, the accident/incident resulted from awkward movement.	
	Incident factors:	Twisting, turning, moving in an awkward way.
Hazardous substance	Tick this box on the form, if the accident/incident involved contact with a hazardous substance.	
	Incident factors:	i.e. inhalation, ingestion, skin contact, exposure to asbestos etc.
Violence	Tick this box, on the form, if the incident involved verbal or physical abuse.	
	Incident factors:	Assault, violent threats, abuse or any other incident that the victim considered involved violence including telephone calls and written communication.
Road traffic collision	Tick this box, on the form, if there was an incident involving a vehicle while at work.	
	Incident factors:	Fatigue, high speed, late for appointment, assault by passenger, unsuitable vehicle, lack of concentration, drugs/alcohol, using equipment or eating while driving etc.
Animal contact	Tick this box on the form, if the accident/incident involved contact with an animal.	
	Incident factors:	Bites, scratches, puncture wounds, sting etc.
Near Miss	Tick this box on the form if the incident could have resulted in an accident or injury.	
Other	The 'other' category box should only be ticked if none of the above categories apply.	

[\[Back to contents\]](#)

Accident/Incident Reporting and Investigation



The basics – what you need to know

- [Introduction](#)
- [Scope](#)
- [The why, what and how](#)
- [Associated procedures and documentation](#)
- [FAQs](#)
- [Appendices](#)

1: Introduction

Both legislation and good management practice require that accidents, incidents and dangerous occurrences are recorded and in some circumstances reported to the Health and Safety Executive (HSE).

Investigating and analysing work-related accidents and incidents is an essential part of managing health and safety.

➤ Definitions

- **Accident/Incident** – an unplanned or unintended event which has led to or could have led to injury to persons or damage to property.
- **Workplace (or place of work)** – “Any premises or part of premises which are not domestic premises and are made available to any person as a place of work and include any place within the premises to which such a person has access while at work or to any room, lobby, corridor, staircase, road or other place used as a means of access to or egress from the workplace or where facilities are provided for use in connection with the workplace”.

2: Scope

Whenever a member of staff is involved in an accident/incident whilst at work, the details **must** be recorded on KCC’s Accident/Incident Reporting form HS157.

Accidents /incidents which occur to others (visitors, contractors, pupils, service users, etc) during the course of our work must also be recorded on form HS157.

Some of the accidents/incidents will require further investigation using the KCC Accident/Incident Investigation form HS160. Details of when and how an investigation should be carried out can be found in **Frequently Asked Questions**.

We are also required to report some accidents/incidents to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, sometimes referred to as "RIDDOR 1995" for short.

Some accidents also need to be reported because they may affect an individual's rights under Social Security legislation.

3: The why, what and how

It is important for a variety of reasons to record all accidents, incidents and near misses, which arise out of KCC work.

We have legal, moral and financial obligations to report accidents/incidents and carry out investigations.

One of the most important reasons to have a record of all accidents/incidents is so that KCC can investigate their cause and identify actions to be taken to prevent similar accidents from occurring again in the future.

It is also possible for KCC to find itself facing legal action following an accident/incident. An investigation of an accident/incident followed by remedial action will assist KCC in demonstrating it has a positive attitude to health and safety.

All accidents and incidents are input onto Oracle and collated on a quarterly basis. Statistics are produced and trends for KCC are analysed and addressed.

Accident/Incident statistics can also be used to monitor related Best Value Performance Indicators (BVPI's).

➤ KCC Accident/Incident Reporting Form HS157

KCC's accident /incident reporting form HS157 should be completed in the event of an accident/ incident involving employees, visitors, service users, contractors, agency staff, pupils etc. (For pupils complete the HS157 for significant accidents/incidents only).

Blank and completed accident forms should be available at each workplace. Completed accident forms should be kept in a secure and confidential place for at least three years. Accidents/incidents involving exposure to dangerous substances should be retained for 40 years. For Education please refer to retention guidelines for schools.

Blank copies of form HS157 can be found on Clusterweb at [Clusterweb: HS157](#)

➤ Reporting an Accident/Incident

Accidents/incidents which involve employees and others affected by our actions should be reported as soon as possible.

Blank accident/incident forms must be readily available to employees and visitors so that accidents/incidents can be recorded at reasonable times. When used each form should be consecutively numbered in the top right hand corner of the form. (Numbering systems should be devised locally).

- The affected person should complete and sign Part A of the form and then pass it to their Line Manager or Headteacher who should complete Part B. Any person acting on behalf of the affected person should follow the same procedure.
- The completed form should be checked and agreed by the line manager or headteacher who must consider whether an investigation is necessary. For guidance on whether an investigation is necessary, please see FAQ **When should I carry out an accident investigation?**
- Original completed forms must be retained locally in a secure and confidential place and photocopies distributed as appropriate.

Who to notify

This will depend on the nature of the accident/incident. See the [Directorate Accident Reporting and Investigation Flowchart](#).

➤ **KCC Accident/Incident Investigation Form HS160**

The accident investigation form HS160 should be used when recording an investigation. The form, when fully complete, should be sent to your Directorate Health and Safety Adviser who will in turn advise the Corporate Health and Safety Manager where required.

Blank copies of form HS160 should be kept locally. Completed investigations should be kept in a secure and confidential place for at least three years. For Education please see retention guidelines for schools.

It is advisable to hold all records of investigations so that lessons learned can be shared throughout the organisation.

Blank copies of form HS160 can be found on Clusterweb: [Clusterweb: HS160](#)

➤ **Carrying out an investigation**

Investigations are essential to assist managers in identifying how and why things went wrong, the ways in which we can improve our methods of working and any appropriate lessons learnt in the interest of taking action to prevent re-occurrence.

Therefore it is the intention of KCC that, as appropriate, at local level, all serious accidents/incidents or near misses should be investigated using form HS160.

Where an accident /incident is reported to the HSE using form F2508 or F2508A the events should be referred to your **Directorate Health and Safety Adviser** for further consideration.

For further guidance on who to involve and how to carry out an investigation see [Frequently Asked Questions](#).

4. Associated procedures and documentation

Listed below are related topics within SafetyNet. Contact your **Directorate Health and Safety Adviser** for further information.

➤ Documentation

References

The Management of Health & Safety at Work Regulations 1999
Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995

Links

- [Link to the HSE website](#)
- [Link to the HMSO website](#)
- [Link to the DfES website](#)

5. Frequently Asked Questions

- [What accidents should I report?](#)
- [What do I report if I am a Voluntary Aided or Foundation school?](#)
- [Do I have to use the B1 510 Accident Book?](#)
- [What do I do if I receive written correspondence from the HSE?](#)
- [What do I do if I receive written correspondence from a solicitor regarding a written litigation claim?](#)
- [When should I carry out an accident investigation?](#)
- [Who is the best person to carry out an investigation?](#)
- [How do I carry out an investigation?](#)
- [Where can I get health and safety help and advice?](#)

6. Appendices

Appendix 1 – [Directorate Accident/Incident Reporting and Investigation Flowchart](#)

Appendix 2 – [HS157 Accident/ Incident Report Form](#)

Appendix 3 – [HS160 Accident /Incident Investigation Form](#)

What accidents/incidents should I report? [\[Back to FAQs\]](#)

All accidents/incidents, however minor, should be reported and where necessary investigated because they can help to show trends, which might help to prevent similar or more serious accidents/incidents. Even accidents/incidents which do not result in any lost work or school time can help us identify ways in which we can make our workplaces safer.

Insignificant accidents/incidents might include any trivial occurrence associated with life in general e.g. a minor cut or graze requiring only cleaning and dressing.

Even a minor fall or a 'near miss' with no significant cause and no significant injury might give a clue to, for example, damaged flooring that might cause more accidents if not reported and repaired. As a general rule – if in doubt, **REPORT IT!**

KCC's accident /incident reporting form HS157 should be completed in the event of an accident, incident or violent event involving employees, visitors, service users, contractors, agency staff or pupils. (For pupils complete the HS157 for significant incidents only).

What do I report if I am a Voluntary Aided or Foundation school? [\[Back to FAQs\]](#)

Voluntary aided and Foundation Schools do not have to complete KCC's accident/incident forms. However, to assist KCC with its monitoring of accident data throughout the county, we would ask all schools to use KCC accident reporting documents to report any significant accidents as described above.

Do I have to use the B1 510 Accident Book? [\[Back to FAQs\]](#)

In agreement with the Department of Works and Pensions Form HS157 replaces the B1 510 accident book and complies with the Data Protection Act, if it is used correctly.

KCC is therefore exempt from having to use the national accident book, as the information gathered on our in-house forms more than satisfies the requirements of accident reporting and investigation.

What do I do if I receive written correspondence from the HSE? [\[Back to FAQs\]](#)

If you receive written correspondence from the HSE you should inform and consult both the Corporate Health & Safety Manager and your Directorate Health & Safety Adviser before responding.

What do I do if I receive written correspondence from a solicitor regarding a litigation claim? [\[Back to FAQs\]](#)

If you receive written correspondence from a solicitor you should inform and consult your Directorate Health & Safety Adviser and the Insurance and Risk Department before responding.

When should I carry out an accident investigation? [\[Back to FAQs\]](#)

An investigation should be carried out if:

- The accident/incident reported on form HS157 requires further investigation
- You need to record more detail than is possible on incident form HS157
- You have sent either form F2508 or F2508a to the HSE
- The accident/incident could happen again

An investigation should be considered if the following factors were suspected / evident:

- Anything involving significant injury
- Accidents/incidents apparently arising from insufficient procedures/risk assessments or apparent failure to follow procedures/risk assessments
- Accidents/incidents involving damaged or faulty premises, plant or equipment
- Accidents/incidents apparently arising from insufficient supervision
- Any significant injury involving assault or violence
- Accidents caused by or involving a third party

The above lists are not exhaustive and are provided as a guide. If you have concerns following an accident/incident which you feel require further investigation, you should discuss them with your Line Manager or Directorate Health & Safety Adviser.

Who is the best person to carry out an investigation? [\[Back to FAQs\]](#)

Investigators can be drawn from the following people:

- Supervisors:

As a person with a level of operational control of the area, supervisors will have good local knowledge of the people involved, workplace conditions and sources of information such as risk assessments, working procedures etc.

- Middle or Senior Management:

Managers could be asked to take charge of the situation when the actual or potential scale of the incident is such that it exceeds the experience or authority of others to deal with the event. They will in any case report the matter to the local area/ directorate Health and Safety Adviser. In schools Headteachers or a member of the management team should carry out accident/incident investigations.

- Health and Safety Staff:

The role of these persons is to provide assistance and advice to managers in whose area the accident has occurred. They may assist with the investigation of accidents/incidents where necessary.

- Specialists:

Specialist should be involved as and when necessary in order to deal with technical questions raised by the investigation. Specialists may include electricians, engineers, personnel, occupational health advisers etc.

- Employee and Trade Union Safety Representatives:

Both employee and trade union safety representatives have a right to be involved in or carry out workplace accident/incident investigations. You may wish to engage either party when you are considering carrying out an investigation.

How do I carry out an investigation? [\[Back to FAQs\]](#)

The aim of an investigation is to determine:

- Who was involved?
- What actually happened?
- Where and when did it take place?
- Why did it happen? and
- What can be done to prevent a reoccurrence?

In gathering the answers to the above questions you should consider the following questions:

Did something the individual(s) and/or organisation do or fail to do, contribute in any way to the accident?

What further improvements might be considered by management or the individual(s) concerned to prevent a reoccurrence?

Points to consider:

Organisational health and safety arrangements

You should look at this list and determine whether the procedures or guidance were being followed and whether further improvements are required.

- Have risk assessments and procedures for the appropriate tasks been carried out? Were they being followed correctly and are they available? Are they reviewed on a regular basis?
- Work schedules – were they achievable? Was there enough staff?
- Training records – are they available, should the person have been carrying out the task/have they been trained?
- Maintenance logs – are they up to date, any issues with machinery/equipment?
- Was there adequate supervision?

Use of tools and equipment

- Were they the correct equipment/ tools for the job?
- Were they being used correctly?
- Were they fit to be used i.e. sufficiently maintained and in correct working order?
- Were staff sufficiently trained to use the equipment?
- Was appropriate PPE required and available for the task?
- Was PPE being worn correctly?
- Were the appropriate guards in place?

Environmental Conditions

- What were the weather conditions like? Did they contribute in any way?
- Was there adequate or poor heat/noise/lighting/ventilation?
- Was the layout of the area adequate?
- What was housekeeping, storage etc like?

Once you have investigated the accident and detailed your findings you will need to develop an action plan that addresses any deficiencies your investigation has found and what further improvements you propose are needed to prevent a reoccurrence.

The plan can be both individual actions and/or actions which need to be put in place by the organisation. The plan should be agreed and passed to the appropriate individual(s) to action.

Where can I get health and safety help and advice? [[Back to FAQs](#)]

You will have a **Directorate Health and Safety Adviser** to assist you with carrying out your responsibilities. Help is also available from a number of individuals or departments, i.e. Occupational Health, Personnel, Facilities Management, Property Management and Trade Unions. Your adviser will assist you and inform you if more specialist help is required.

If an accident/incident involves or has resulted in an occupational health issue being identified then it is advised that a referral to the Occupational Health Team is made on **01622 605516**.

[[Back to contents](#)]

Reporting RIDDOR Accidents/ Incidents



The basics – what you need to know

- [Introduction](#)
- [Scope](#)
- [The why, what and how](#)
- [Associated procedures and documentation](#)
- [FAQs](#)
- [Appendices](#)

1: Introduction

We are legally required to report certain accidents/incidents to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 1995).

2: Scope

Managers/Supervisors are required to report to the HSE certain notifiable accidents, incidents, diseases and dangerous occurrences that take place whilst at work. This guidance covers which accidents / incidents are notifiable to the HSE and the methods and timescales for reporting. Education and Libraries personnel should also refer to the guidance and advice which can be found on Clusterweb at [Accident Book and Accident Reporting](#)

3: The why, what and how

KCC is involved with a wide range of activities to meet the needs of the county such as, social care, education, catering, transport, highway maintenance, commercial services etc

Engaging in such activities means we are potentially exposed to and need to manage a vast range of health and safety issues. It is therefore possible that the certain notifiable accidents, incidents, diseases and dangerous occurrences may occur to employees whilst at work. Managers/supervisors will need to be aware and know how and when to report them.

Notifiable events that involve the self-employed, contractors, visitors and members of the public, whilst at work on KCC premises will also need to be reported.

➤ Reportable (accidents, incidents, diseases and dangerous occurrences)

The types of work related accidents/incidents that must be reported to the HSE include:

- Accidents/incidents arising out of or in connection with work which result in death or major injury (e.g. major fractures, amputations, loss of sight, electric shock, asphyxia, acute poisoning etc.);

- Accidents/incidents arising out of or in connection with work which prevent the injured person (KCC employees only) from continuing their normal work for three or more days following the day of the accident/incident (this excludes the actual day of the accident/incident);
- Certain work-related diseases;
- Dangerous occurrences (e.g. collapse etc. of lifting machinery, plant coming into contact with
- Overhead lines, electrical short circuit, explosion etc.);
- An injury to a member of the public, pupil, service user etc. which meant they had to be taken from the scene of the accident/incident to a hospital for treatment.

The above list is not comprehensive. Full details of what is notifiable under RIDDOR 1995 is covered in [Frequently Asked Questions](#).

Managers/Supervisors should consult this list and speak to their **Directorate Health & Safety Adviser** (HSA) if they are uncertain before making a report.

➤ **Responsible Persons**

The report must be made by the “responsible person”. For KCC this will normally be the person in charge of the premises where the accident/incident occurs.

- Reportable events which involve employees, the self-employed, members of the public and visitors, should be reported by the responsible person for KCC.
- Reportable events which result in accidents etc to contractors through their own acts or omissions must be reported to the HSE by the Contractor.

➤ **How to report and timescales for reporting**

ALL schools MUST complete the form F2508 and send it to the Health and Safety Executive (HSE).

A copy should also be sent to your Directorate Health & Safety Adviser.

A copy of forms F2508/F2508A, and the Directorate Health and Safety Adviser’s contact details can be found on Clusterweb through the following link: [Accident Book and Accident Reporting](#)

It is important that we do not fail to report matters which should be reported, as **failure to report is a criminal offence**.

Guidance on who is responsible and how to report an accident/incident to the HSE is outlined in [Frequently Asked Questions](#).

➤ **Report Form F2508**

Managers/Supervisors are required to report to the HSE certain reportable accidents, incidents, and dangerous occurrences that take place whilst at work on report Form F2508 available through the following link: [Accident Book and Accident Reporting](#)

➤ Report Form F2508A

If a doctor notifies you that your employee suffers from a reportable work-related disease, Managers/Supervisors are required to report this to the HSE on report Form F2508A available through the following link: [Accident Book and Accident Reporting](#)

4: Associated procedures and documentation

Listed below are related topics within SafetyNet. Contact your Directorate Health and Safety Adviser for information.

➤ Documentation

References

The Management of Health & Safety at Work Regulations 1999
Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995

Links

- [Link to the HSE website](#)
- [Link to the HMSO website](#)
- [Link to the DfES website](#)

5. Frequently Asked Questions

[How do I report an accident/incident to the Health & Safety Executive \(HSE\)?](#)

[Do I need to keep records of notifiable/reportable events?](#)

[What is "notifiable/reportable"?](#)

[What is an over three day injury?](#)

[What is a major injury \(employees only\)?](#)

[What is a dangerous occurrence?](#)

[What Occupational Diseases do I have to report?](#)

6: Appendices

[HSE Report Form F2508](#)

[HSE Report Form F2508A](#)

How do I report an accident/incident to the Health & Safety Executive (HSE)? [[Back to FAQ](#)]

ALL schools MUST complete the form F2508 and send it to the Health and Safety Executive (HSE).

A copy of report form F2508 can be found on Clusterweb by opening the following link: [Accident Book and Accident Reporting](#)

A copy should also be sent to your Directorate Health & Safety Adviser.

The type of accident/incident should be reported as follows:

➤ Fatal Injuries

You must notify the HSE of fatal injuries without delay.

a) Telephone the HSE (Incident Contact Centre) on **0845 300 9923**

and

b) Telephone your Directorate Health and Safety Adviser.

For fatalities, if you are unable to contact your Directorate Health and Safety Adviser you should telephone the Corporate Health & Safety Manager on **01622 694273**.

➤ Major Injuries to employees (e.g. fractured arm)

In order for both the HSE and your Directorate Health & Safety Adviser to know about serious injuries without delay, please:

a) Fax completed form F2508 to the HSE on **0845 300 9924** and fax completed form to your Directorate Health & Safety Adviser as soon as possible after the accident/incident

Or (if faxing is not possible)

b) Telephone the HSE on **0845 300 9923** and follow up by sending a completed form F2508 to the HSE within 10 days of the accident/incident

A copy should also be sent to your Directorate Health and Safety Adviser.

➤ Over three day accidents/incidents to employees

You do not need to notify over three day accidents/incidents immediately, but you must report it in writing to HSE on Form F2508 within ten days of the accident/incident occurring.

Send the form by first class post or fax it to the HSE within ten days.

A copy should also be sent to your Directorate Health & Safety Adviser.

HSE Contact Details:

HSE South East Headquarters, Phoenix House, 23-25 Cantelupe Road, East Grinstead, West Sussex, RH19 3BE

It is also advisable to inform your local recognised Trade Union/Employee Safety Representative that an accident/incident has taken place.

Do I need to keep records of notifiable/reportable events? [\[Back to FAQ\]](#)

Yes, a record must be kept of any event described which comes under the RIDDOR '95 Regulations. These records can be in any form and can include a copy of the F2508 / F2508A.

Accident/incident forms should be kept for 3 years following the event. Education personnel should consult the current retention of records schedule.

Completed forms should be kept separate from the accident book in a secure location so that data protection requirements are met.

The record must include:

- Date
- Method of reporting
- Date, time, place and event
- Personal details of those involved
- Brief description of event or disease

What is notifiable / reportable? [\[Back to FAQ\]](#)

The types of work related accidents/incidents that must be reported to the HSE include:

- Accidents/incidents arising out of or in connection with work which result in death or major injury (e.g. major fractures, amputations, loss of sight, electric shock, asphyxia, acute poisoning etc.)
- Accidents/incidents arising out of or in connection with work which prevent the injured person (KCC employees only) from continuing their normal work for three or more days following the day of the accident/incident (this excludes the day of the accident/incident)
- Certain work-related diseases
- Dangerous occurrences (e.g. collapse etc. of lifting machinery, plant coming into contact with overhead lines, electrical short circuit, explosion etc.)
- An injury to a member of the public which meant they had to be taken from the scene of the accident/incident to a hospital for treatment.

What is an over three day injury? [\[Back to FAQ\]](#)

Where there is an accident at work or in connection with work (including an act of physical violence) and the employee, or self employed person working on your premises suffers an "over three day injury".

Normally, this is not a major accident but results in a person being away from work or being unable to do the full range of their normal work for more than 3 days. This does not include the day of the accident, but does include non- working days such as weekends, leave, and rest days.

If they are limited to doing other work (i.e. not their normal job), then it is still reportable.

What is a Major Injury (employees only)? [\[Back to FAQ\]](#)

- Any fracture, other than to the fingers, thumbs or toes.
- Any amputation.
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (whether temporary or permanent).
- A chemical or hot metal burn to the eye or any penetrating injury to the eye.
- Any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Any other injury -
 - a) leading to hypothermia, heat-induced illness or to unconsciousness,
 - b) requiring resuscitation, or
 - c) requiring admittance to hospital for more than 24 hours.
- Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.
- Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin.
 - Acute illness requiring medical treatment; or
 - Loss of consciousness.
- 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.
- The following notes explain some of the main terms used:
 - a) **Fracture** includes a break, crack or chip;
 - b) **Amputation** means either traumatic amputation at the time of the accident or surgical amputation following the accident (but the latter is more likely to be covered by 7(c));
 - c) **Requiring admittance to hospital for more than 24 hours** includes situations where, had the injured person not already been in hospital, the injury would have resulted in admission for more than 24 hours;
 - d) **Acute illness** means illness which:
 - (i) Progresses rapidly to a crisis after the onset of symptoms: and
 - (ii) Has severe symptoms;
 - e) **Medical treatment** covers hospital treatment, treatment by a general medical practitioner, or treatment by a firm's medical and nursing staff;
 - f) **Loss of consciousness** means the injured person enters into a state, for however short a period, where there is a lack of response, either vocal or physical, to people trying to communicate with them;
 - g) **Biological agent** is defined in the Control of Substances Hazardous to Health Regulations 2004 as meaning "any micro-organism, cell culture, or human endoparasite including any which have been genetically modified, which may cause

any infection, allergy, toxicity or otherwise create a risk to human health". In the context of the infection hazards relevant to RIDDOR 1995 this will in practice cover bacteria, viruses, fungi and parasites.

What is a Dangerous Occurrence? [\[Back to FAQ\]](#)

There may be occurrences in the workplace which do not result in a reportable injury, but which clearly could have done. A summary of dangerous occurrences is shown below.

Reportable Dangerous Occurrences

Lifting machinery, etc.

The collapse of, the overturning of, or the failure of any load-bearing part of any:

- a) Lift or hoist;
- b) Crane or derrick;
- c) Mobile powered access platform;
- d) Access cradle or window-cleaning cradle;
- e) Excavator;
- f) Pile-driving frame or rig having on overall height, when operating, or more than 7 metres; **or**
- g) Fork lift truck.

Pressure systems

The failure to any closed vessel (including a boiler or boiler tube) or of any associated pipe-work, in which the internal pressure was above or below atmospheric pressure, where the failure has the potential to cause death of any person.

Freight containers

The failure of any freight container in any of its load-bearing parts while it is being raised, lowered or suspended.

Overhead electric lines

Any unintentional incident in which plant or equipment either –

- a) Comes into contact with an un-insulated overhead electric line in which the voltage exceeds 200 volts; or
- b) Causes an electrical discharge from such an electric line by coming into close proximity to it.

Electrical short circuit

Electrical short circuit or overload attended by fire or explosion which results in the stoppage of the plant involved for more than 24 hours or which has the potential to cause the death of any person.

Explosives

The unintentional explosion or ignition of explosives other than one –

- a) Caused by the unintentional discharge of a weapon where, apart from the unintentional discharge, the weapon and explosives functioned as they were designed to do; or
- b) Where a fail-safe device or safe system of work functioned so as to prevent any person from being injured in consequence of the explosion or ignition.

Malfunction of radiation generators, etc.

Any incident where:

- a) The malfunction of a radiation generator or its ancillary equipment used in fixed or mobile industrial radiography, the irradiation of food or the processing of products by irradiation, causes it to fail to de-energise at the end of the intended exposure periods; or
- b) The malfunction of equipment used in fixed or mobile industrial radiography or gamma irradiation causes a radioactive source to fail to return to its safe position by the normal means at the end of the intended exposure period.

Biological agents

Any accident or incident which resulted or could have resulted in the release or escape of a biological agent likely to cause severe human infection or illness

Breathing apparatus

Any incident in which breathing apparatus malfunctions during testing immediately prior to use in such a way that had the malfunction occurred while the apparatus was in use it would have posed a danger to the health or safety of the user.

Diving operations

Any of the following incidents in relation to a diving operation -

- a) The failure or the endangering of –
 - i. any lifting equipment associated with the diving operation, or
 - ii. life support equipment, including control panels, hoses and breathing apparatus

which puts a diver at risk;

- b) Any damage to, or endangering of, the dive platform, or any failure of the dive platform to remain on station, which puts a diver at risk;
- c) The trapping of a diver;
- d) Any explosion in the vicinity of a diver; or
- e) Any uncontrolled ascent or any omitted decompression which puts a diver at risk.

Collapse of scaffolding

The complete or partial collapse of -

- a) any scaffold which is –
 - i. more than 5 metres in height which results in a substantial part of the scaffold falling or overturning; or
 - ii. erected over or adjacent to water in circumstances such that there would be risk of drowning to a person falling from the scaffold into the water; or
- b) The suspension arrangements (including any outrigger) of any slung or suspended scaffold which causes a working platform or cradle to fall.

Train collisions

Any unintended collision of a train with any other train or vehicle, other than one reportable under Part IV of the Schedule, which caused or might have caused, the death or, major injury to, any person.

Wells

Any dangerous occurrence at a well (other than a water well).

Pipelines or pipeline works

Any dangerous occurrence at a pipeline.

Fairground equipment

The following incidents on fairground equipment in use or under test -

- a) The failure of any load-bearing part;
- b) The failure of any part designed to support or restrain passengers; or
- c) The derailment or the unintended collision of cars or trains.

Carriage of dangerous substances by road

Any incident involving a road tanker or tank container used for the carriage of a dangerous substance in which -

- a) The road tanker or vehicle carrying the tank container overturns (including turning onto its side);
- b) The tank carrying the dangerous substance is seriously damaged;
- c) There is an uncontrolled release or escape of the dangerous substances being carried; or
- d) There is a fire involving the dangerous substance being carried.

Any incident involving a vehicle used for the carriage of a dangerous substances, other than a vehicle to which the above paragraph applies, where there is -

- a) An uncontrolled release or escape of the dangerous substance being carried in such a quantity as to have the potential to cause the death of, or major injury to, any person;
- b) Or a fire which involved the dangerous substances being carried.

Collapse of building or structure

Any unintended collapse or partial collapse of -

- a) Any building or structure (whether above or below ground) under construction, reconstruction, alteration or demolition which involves a fall or more than 5 tonnes of material;
- b) Any floor or wall of any building (whether above or below ground) used as a place of work; or
- c) Any false-work.

Explosion or fire

An explosion or fire occurring in any plant or premises of which results in the stoppage of that plant or as the case may be, the suspension of normal work in those premises for more than 24 hours, where the explosion or fire was due to the ignition of any material.

Escape of flammable substances

The sudden, uncontrolled release –

- a) Inside a building –
 - i. Of 100 kilograms or more of a flammable liquid,
 - ii. Of 10 kilograms or more of a flammable liquid at a temperature above its normal boiling point, or
 - iii. Of 10 kilograms or more of a flammable gas; or
- b) In the open air, of 500 kilograms or more of any of the substances referred to in sub-paragraph (a) above.

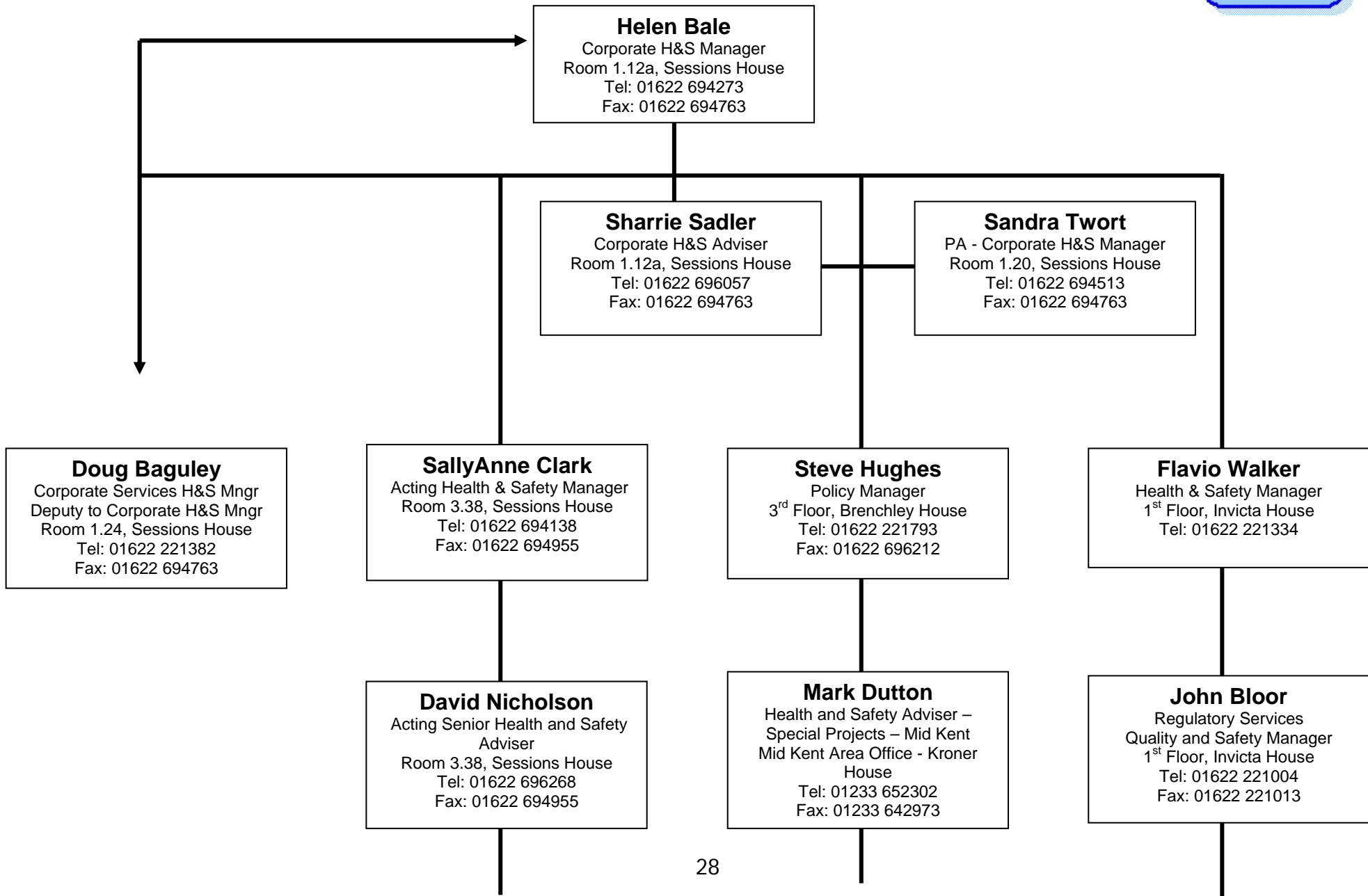
What Occupational Diseases do I have to report? [\[Back to FAQ\]](#)

There are a wide range of occupational diseases which must be reported. Most do not relate directly to local authority activities, some are applicable such as Leptospirosis, Hepatitis. For a complete list of reportable occupational diseases, open the following link: [Link to list of reportable occupational diseases](#)

You are advised to speak to your Directorate Health & Safety Adviser before making any report to the HSE.

[\[Back to contents\]](#)

Health and Safety Adviser Details



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Doubleday House, Aylesford
Tel: 01622 605942

[\[Back to contents\]](#)

Personnel and Area Office Contacts – Oracle Inputting

Personnel Shared Services – Social Services	Shared Services Personnel – Corporate Services, Strategic Planning, Education and Libraries
Door 23 Gibson Drive Commercial Services Building West Malling Kent ME19 4GG	Door 23, Gibson Drive Commercial Services Building West Malling Kent ME19 4GG

Schools' Personnel Service – Area Offices	
17 Kings Hill Avenue West Malling Kent ME19 4UL	Brook House Reeves Way Whitstable Kent T5 3SS

Adult Education Services	
Kent Adult Education Services Head Office College Road Sittingbourne Kent ME10 1IF	

Youth and Community & Key Training Services – Area Offices	
Palace Avenue 3 Palace Avenue Maidstone Kent ME15 6NF	Joynes House –SS New Road Gravesend Kent DA11 0AT

[\[Back to contents\]](#)