



Accident, Incident and Near Miss Reporting Procedure

April 2023

D&S IFCA's Accident, Incident and Near Miss Reporting Procedure

Notification of an injury to a D&S IFCA Employee

If a physical injury to an Officer occurs, it is important that the injured person or Officers in attendance with the injured person notify the Office or Responsible Person (Chief Officer) or Duty Holder (Deputy Chief Officer) so that they can offer assistance in dealing with or supporting the injured person and take appropriate action.

Reporting Procedure

For every accident, incident and near miss (AINM), D&S IFCA employees must complete an Accident Record providing details which include:

- what happened?
- where?
- when?
- the cause of the accident, incident or near miss and,
- who was present at the time?
- was any one injured?
- type of injury?

D&S IFCA has put in place two methods to record an AINM.

1. IAuditor – An AINM record template has been created on IAuditor and is available for use by the Enforcement Team and Environment Team who are users of the IAuditor system. Other officers are also part of the teams including the Chief Officer (Responsible Person), Deputy Chief Officer (Duty Holder), Principal Policy Officer and Finance and Administration Manager.

The IAuditor system allow Officers to not only undertake vehicle, vessel and trailer inspections but also report any AINM. The AINM template has all the questions that need to be answered to log a report. If Officers are able to report an accident when out of the office this system should be used where possible. The Duty Holder will be notified of an AINM and will download the report. Officers provide as much details as possible when reporting an AINM.

2. Accident Book Record – A form to report an AINM can be found [here](#) . This has the same questions to complete as those found on the AINM template in IAuditor. D&S IFCA employees should complete the form as soon as possible after the AINM once they have returned to their place of work. D&S IFCA employees should provide as much details as possible when reporting an AINM. This form can be used by all D&S IFCA employees, including those not on the IAuditor system

All completed forms should be e-mailed to the Duty Holder on the following e-mail address: healthsafety@devonandsevernifca.gov.uk, and the Chief Officer (as Responsible Person) should be copied into the e-mail. The new Health and Safety e-mail address will be used, where possible, for all Health and Safety correspondence.

Once a report of an AINM is received, the Duty Holder will add the details to the accident spreadsheet, which acts as an Accident Book, carry out an investigation and complete the Accident Investigation form where necessary. The outcome of any investigation will be relayed to the Chief Officer and the employees involved.

Purpose of an AINM Record

An Accident Record (either through use of the IAuditor system or record form) is based on form BI 510 issued by the Health and Safety Executive (HSE), which is sponsored by the Department for Work and Pensions (DWP). Employers and employees can use the Accident Book to record details of work-related injuries for which state benefits could be payable

The Accident Record is also a valuable document that organisations can use to record AINM as part of their management of health and safety. An involved and fully informed workforce is the basis of good health and safety management.

The Accident Record can be used to record details of injuries that employers must report under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Safety representatives (HSE) are legally entitled to accident records that employers have to keep, by law. A tick box is included on page 2 of this Accident Record form and at the end of the IAuditor template asking whether the injured person gives their consent to the disclosure of the information contained in that record to safety representatives, to enable them to carry out their statutory functions more effectively.

The employer should:

- a. if the injured person ticks the tick box (and authenticates that consent with his or her signature), disclose the information in the Accident Record, in so far as it relates to the injured person, to safety representatives and/or representatives of employee safety;
- b. anonymise the information if the injured person does not tick the tick box and disclose it to safety representatives and/or representatives of employee safety.

The arrangements to pass on this information should be discussed between employers, employees and/or their representatives. The aim should be to make the best possible use of this (and other) information to meet health and safety objectives. The Accident Records and Accident Book will be stored securely to protect the privacy of personal information. This will help to keep personal information in confidence. The Accident Book will help D&S IFCA comply with legal requirements under social security and health and safety legislation, and to share information with safety representatives, taking confidentiality fully into account.