

H&S Incident reporting procedures.

The current procedure for reporting H&S Incidents, including injuries, near misses, diseases, vehicle accidents and violence is as follows:

1. IP (Injured Party) fills out a report form, and passes to Line Manager
2. Line Manager carries out an investigation, completes form and forwards to H&S
3. H&S add incident to database, and report statistics to HR Committee, H&S Committee and Departmental Management Meetings.
4. H&S report relevant incidents to Health & Safety Executive.

In the case of violent incidents, the following additional steps apply:

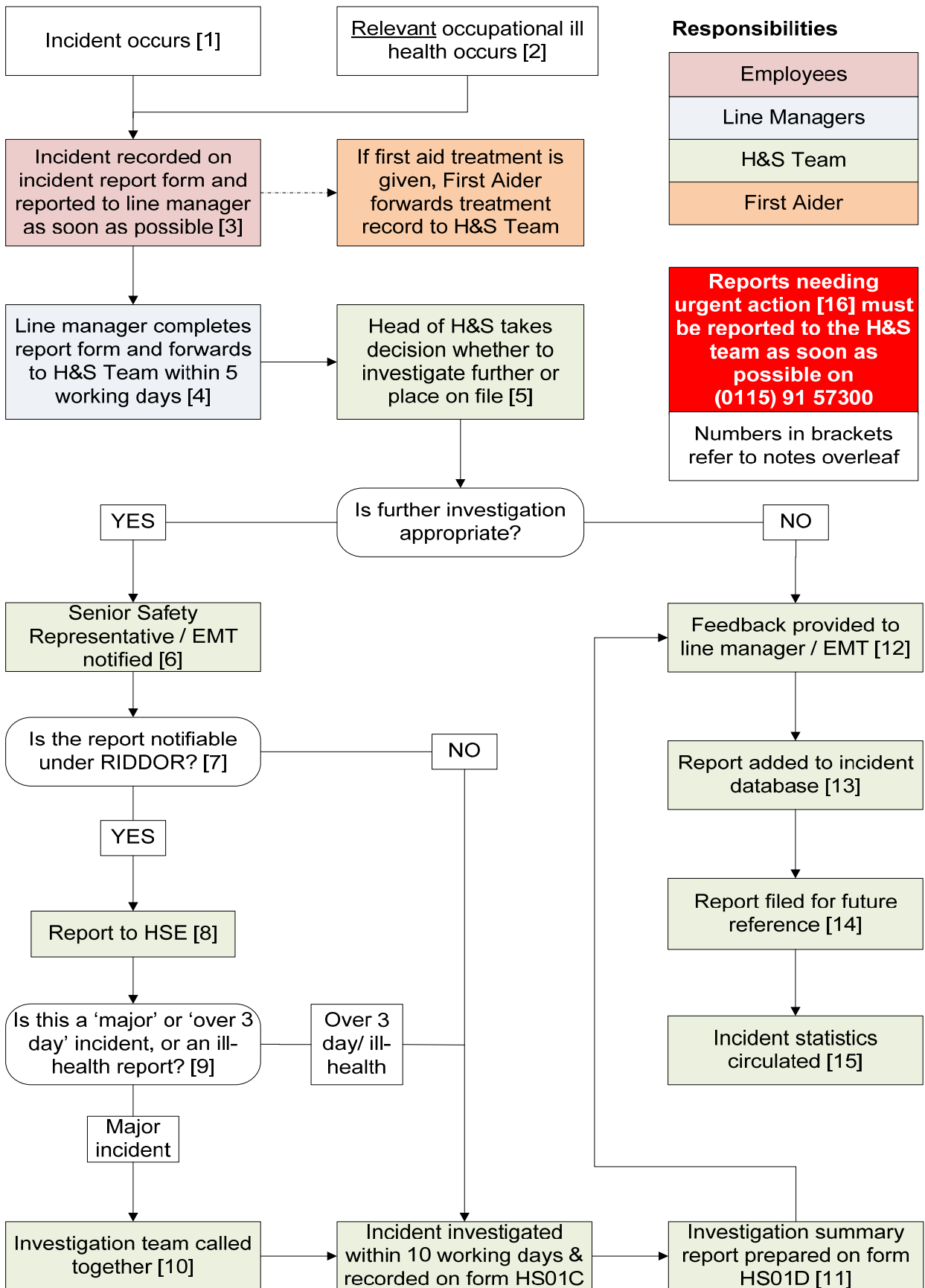
5. H&S pass copy of incident report to NCC.
6. NCC adds incident to database.
7. NCC issues VIA (Violent Incident Alert) to relevant partners, including NCC departments and NCH.
8. H&S circulate VIA to line managers.

These procedures, while straightforward, have some shortcomings that were identified in a review carried out under item 9.1 in the H&S Strategy. This has led to consultation with the H&S Committee on a new procedure, which will be passed to EMT for approval in July / August.

Shortcomings are:

1. H&S are often not aware of reportable incidents until after the statutory reporting period has ended.
2. Line Managers are not trained how to investigate incidents, and essential information is often missing from investigations.
3. There is no feedback to managers or injured parties about the outcome of investigations.
4. Work related stress due to working conditions is not reported directly (although there is a tear off slip on return to work forms).
5. Reporting forms are considered too complex.
6. Employee H&S Representatives are not involved.
6. Vehicle incidents and violent incidents are not reported to the people who manage the cases.
7. Violent Incident Alerts take time to reach frontline employees.

The new procedure seeks to overcome these shortcomings as follows:



Investigation by the H&S Team has already been implemented in advance of the rest of the procedure.

Vehicle Incidents

Vehicle incidents are excluded from the new procedure, and are reported instead directly to the Fleet Manager for action. However, if an employee is injured in a vehicle accident, a H&S report is completed as well as the vehicle damage incident.

this part of the new procedure has already been implemented.

Violent Incidents

The new procedure excludes violent incidents. This is because violent incidents are recorded on a form that was developed with the City Council, who manage the database and issue Violent Incident Alerts. Violent incidents are also managed by the Antisocial Behaviour Team. Therefore, the reporting procedure for violent incidents is being redeveloped in consultation with these stakeholders.

The H&S team no longer adds violent incidents to its reporting database, as this task is duplicated by NCC.

Improvements have been made to the Violent Incident Alert procedure - these can now be circulated using telephone alerts, generated by NCC. This therefore cuts out the H&S Service and Line Managers from the alerting process.