

<p align="center"><b>ALLERDALE BOROUGH COUNCIL HEALTH &amp; SAFETY POLICY &amp; PROCEDURES</b></p>	<p><b>SECTION</b>     ..... <b>PAGE</b></p>
<p align="center"><i>Accident Investigation Policy</i></p> <p><b>FOHS 1</b> .....</p>	<p><b>Revision No:</b>    0 <b>Date:</b>            January 2002 <b>Authorised Signature:</b> .....</p>

1.     **Purpose**

This document establishes the policy for health and safety inspectors involved with accidents and dangerous occurrences in deciding which will warrant investigation.

2.     **Application**

This policy will be implemented by the Environmental Health Unit Manager (EHUM) with the support and co-operation of the Food and Occupational Health Team.

3.     **References**

HSC Section 18 Guidance  
LAC 22/13 Incident Investigation Selection Procedure (Closed Document)  
HELA Strategy 2001-2004

4.     **Policy**

It is the Council’s policy to ensure its accident and dangerous occurrence investigation is consistent with document.

5.     **Procedures**

1.     ***Investigations***

Investigations include telephone calls, notes, memoranda, correspondence, advice and site visits made to premises to which the Health and Safety at Work Act 1974 applies, to investigate accidents, dangerous occurrences and where there are alleged serious breaches of the law.

2.     ***Reasons for Investigating Accidents***

- a)     to ensure that the circumstances of a particular accident have been rectified;

- b) to ensure that the preventative measures taken are adequate and pose no further risk;
- c) to determine whether any specific breaches of legislation have occurred;
- d) to increase the knowledge and awareness of the employer/employee;
- e) as a means of entry to follow up the accident notification with a Health and Safety inspection if necessary;
- f) to maintain credibility of the accident reporting mechanism to the general workforce;
- g) to achieve any publicity arising from the accident which would have a beneficial effect on increasing knowledge and awareness of the management, staff and public.

3. ***Accidents or Dangerous Occurrences Where Investigation is Mandatory***

- a) Fatalities irrespective of cause; excepting those outside the enforcing authority's jurisdiction e.g. road traffic accident<sup>1</sup>
- b) The following major injuries to persons at work, as defined in the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), irrespective of cause; all amputations of digits past the first joint, amputation of hand/arm or foot/leg, serious multiple fractures, crush injuries leading to major organ damage (e.g. ruptured spleen), serious head injuries including loss of consciousness, full skin thickness burns and scalds, permanent blinding of one or both eyes, scalping.
- c) All accidents which result in RIDDOR-defined major injury in the following categories; workplace transport incidents, electrical incidents, falls from a height of greater than 2m, confined spaces incidents;
- d) All RIDDOR-defined asphyxiations;
- e) All reported cases of disease that meet the criteria for reporting under RIDDOR, except those arising from circumstances/situations which have already been investigated.

4. ***Accidents Where Investigation is Dependent on the Circumstances***

There remains a large number of accidents where accident investigation is optional, dependent on the circumstances and a subjective assessment is required. The following would normally be investigated:-

- a) All incidents likely to give rise to serious public concern where this is related to the seriousness of the outcome, potential outcome, or breach of Health and Safety law.
- b) Irrespective of the potential for serious public concerns
- c) Accidents or incidents which have been repeated at a particular premises;
- d) Accidents to young persons or children.

5. ***Accidents Where No Investigation is Planned***

Following a notification, a letter will be sent to the employer asking for details of their in-house investigation and any measures they have taken to prevent a similar accident from occurring.

6. ***Dangerous Occurrences***

Dangerous occurrences will be investigated where it appears from the report that the outcome, potential outcome, or apparent breach of law is serious.

7. ***Service Plan***

The annual health and safety service plan detail when accident investigation will be carried out in support of the HELA strategic plan.

8. ***Training of Inspectors***

To assist training of inspectors, incidents may be investigated outside the above criteria.

9. ***Working with Others***

Lead Authority Partnership Scheme –

If the premises are linked to a Local Authority by way of the Lead Authority Partnership Scheme Inspectors shall, where appropriate, discuss the incident with the Lead Authority.

Licensed Outdoor Activity Centres –

Where appropriate, Inspectors will liaise with the Adventure Activities Licensing Authority as detailed in HELA LAC 47/10.

Licensed Sports Grounds –

Where appropriate, Inspectors will liaise with the certifying authority as detailed in the HELA LAC 63/2.

Health and Safety Executive –

In particular when specialist advice is required or an offence under section 6 of the Health and Safety at Work Act is believed to have occurred.

<sup>1</sup>In particular, suicides and death from natural causes are excluded

<sup>2</sup>Public concern means concern to the public in general rather than to those individuals immediately involved. Unless there is clear evidence to the contrary, the presumption is that incidents which involve children, vulnerable adults, multiple casualties, and where also the outcome, potential outcome or breach is serious, will be included) all incidents resulting in RIDDOR-defined major injuries, where it appears from the report that there is likely to have been a serious breach of Health and Safety law.