Accidents & Incidents: Investigate & Report

A guide for FC staff
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- We will not provide support for anyone else using them.
- Anyone outside the FC uses them at their own risk.
- The guidance in the booklets is specific to FC operations.
- Our booklets refer to other internal guidance which is designed solely for FC use.
- We revise our booklets regularly. Please make sure you have the latest version.
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11.4 Incident Report Form available from AIRS
11.5 A Near Miss Report Form available from AIRS
11.6 Trade union Safety representative comment form available on AIRS
1. Foreword

This Guidance Booklet is one of a series covering aspects of operations in the Forestry Commission. We, in Safety, Health and Environment have written this one, on investigating and reporting accidents and incidents, to help you take the right action when an accident happens at work – and it will one day! Like the others in the series, we will take you through the policy, safety and legal procedures.

We have designed it to be:

- a reference work;
- a supporting and instructional document;
- the basis for follow up support visits and audits.

We hope you find it useful. You may also find:

Policy.

Mandatory elements. These are auditable actions necessary to meet legal requirements or to deliver or report on corporate policy.

Timebound mandatory elements. As above, but to a deadline.

Recommendations. These are auditable actions that you should practise for efficiency and effectiveness. Any variation must be defined and authorised by Unit Managers.

Cautions against certain actions, or things to avoid.

Examples, Best Practice and Important Reader Information are shown in light blue boxes like this.

If you have any comments on this booklet, its procedures, or any new ways of presenting this subject please contact John Ireland in Safety, Health and Environment.

We will publish updates on the Operational Support Intranet site in the Operational Guidance folder and tell you in the Connect Bulletin.

1.1 Moving around in this booklet

We have designed this document for you to read on screen using Adobe Acrobat Reader. If you need help with the various versions of Adobe Reader, please click on this link.

In addition, you will find questions, cross-references and additional hyperlinks in brackets throughout this OGB. If you hover your cursor over a question, hyperlink or section reference it will turn to a and if you Click or [CTRL] + Click you will go to that section, reference or the answer to that question.
2. Terms explained

In this section we try to explain some of the terms and abbreviations we have used in this booklet and the Accident Investigation and Reporting Software.

<table>
<thead>
<tr>
<th>Term</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accident</td>
<td>In this OGB, accident refers to:</td>
</tr>
<tr>
<td></td>
<td>• where people are injured and it is reported to the HSE;</td>
</tr>
<tr>
<td></td>
<td>• where people are injured, but it does not need to be reported to the HSE;</td>
</tr>
<tr>
<td></td>
<td>• a Dangerous Occurrence that is reported to the HSE;</td>
</tr>
<tr>
<td></td>
<td>• a Dangerous Occurrence that does not need to be reported to the HSE;</td>
</tr>
<tr>
<td></td>
<td>• any incident where a person is verbally and or physically abused, threatened, or assaulted in circumstances that are related to their work, this may include the public or contractors.</td>
</tr>
<tr>
<td>AFAG</td>
<td>Arboriculture and Forestry Advisory Group.</td>
</tr>
<tr>
<td>AIRS</td>
<td>Accident Investigation and Reporting Software.</td>
</tr>
<tr>
<td>Dangerous Occurrence or</td>
<td>These are unexpected events that under slightly different circumstances may have been an accident involving an employee, member of public or equipment, or an environmental release.</td>
</tr>
<tr>
<td>Near Miss</td>
<td></td>
</tr>
<tr>
<td>HSE</td>
<td>Health and Safety Executive.</td>
</tr>
<tr>
<td>Immediate Cause</td>
<td>The final act in a series of actions leading to a particular result or event, directly causing that result without anything else happening. For example a worker receives an electric shock and is thrown against a wall and is injured: they were using defective electrical equipment. (See Root Cause on Table 6.)</td>
</tr>
<tr>
<td>Incident not resulting in</td>
<td>Any event that under slightly different circumstances may have resulted in injury or ill health, or any event which resulted in verbal abuse, damage or loss to property, plant, materials or the environment.</td>
</tr>
<tr>
<td>Injury</td>
<td></td>
</tr>
<tr>
<td>Out of, or in connection</td>
<td>See Section 6.2.5 (6) for the full explanation.</td>
</tr>
<tr>
<td>with, work</td>
<td></td>
</tr>
<tr>
<td>Person at work</td>
<td>Anyone carrying out work on the National Forest Estate, for example an employee of the Forestry Commission, contractor to the Forestry Commission or their sub-contractor, or an employee, contractor or sub-contractor on a standing sale site, shop or café.</td>
</tr>
<tr>
<td>Person not at work</td>
<td>A member of the public or a volunteer.</td>
</tr>
<tr>
<td>Term</td>
<td>Explanation</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>RIDDOR</td>
<td>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.</td>
</tr>
<tr>
<td>Root Causes</td>
<td>The root causes of the accident (see Immediate cause on Table 6), were poor control arrangements for users of electric hand tools, inadequate maintenance and inspection procedures, ineffective safe working system and inadequate training and instruction.</td>
</tr>
<tr>
<td>SHEO</td>
<td>Safety, Health and Environment Officers.</td>
</tr>
<tr>
<td>Unsafe act</td>
<td>An action which has or could cause an accident.</td>
</tr>
<tr>
<td>Unsafe Condition</td>
<td>Some environmental or hazardous situation which caused, or could cause, an accident.</td>
</tr>
</tbody>
</table>
3. What’s mandatory and recommended in OGB 23?

Here we summaries for you all the mandatory elements that are in this booklet, with the relevant section for you to refer to.

3.1 What’s timebound and mandatory?

<table>
<thead>
<tr>
<th>No.</th>
<th>Timebound requirement</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Guidance on when and how to call the emergency services</td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Review Accident and Incident plans every two years – see Section 5.4 of OGB 17.</td>
<td>Section 5.3.1 (5)</td>
</tr>
<tr>
<td></td>
<td>Accident and Incident Recording Software (AIRS)</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>The unit manager must examine and record that they have assessed the AIRS system records at least quarterly. Carefully consider all entries, look for any apparent trends, including frequent occurrences of particular types of accident, monitor and discuss them with staff. Use the AIRS system ‘Report Menu’ to do this.</td>
<td>Section 7 (7)</td>
</tr>
<tr>
<td></td>
<td>Injury or Dangerous Occurrence Reports</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>The report and relevant supporting documents must be input and commented on in the AIRS system by the line and unit managers within 10 days of the incident happening. Country Directors or Unit Heads, Safety, Health and Environment Officers then have a further 11 days to complete their sections within the system giving a total of 21 days after the incident to complete the report.</td>
<td>Section 8.1.1 (8)</td>
</tr>
<tr>
<td></td>
<td>Maintain accident records</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>The Accident Record – the unit manager should examine and review quarterly the accidents and incidents to ‘people not at work’. Carefully consider all entries, look for any apparent trends, including frequent occurrences at particular places or several similar accidents occurring: take the correct remedial action. This task should be included in your unit’s resumption system – see OGB 34 Resumption Diaries. Unit managers, as part of their liaison with businesses, clubs and groups, where there is a continuing and regular relationship, should review their accident records each year.</td>
<td>Section 9.2 (9)</td>
</tr>
</tbody>
</table>
### 3.2 What’s mandatory?

<table>
<thead>
<tr>
<th>No</th>
<th>Mandatory requirement</th>
<th>Section ref</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Help with very serious of fatal accidents</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 1. | If any accident results in a fatality or very serious injury, for example a head and spine injury, the most senior member of staff in the management unit must manage the incident. They must immediately tell:  
   - One of the SHEOs; and  
   - the Country Director or a member of the Management Board. | Section 5.4 (5) |
| **Accident and Incident Recording Software (AIRS)** | | |
| 2. | Use the AIRS system to record incidents, dangerous occurrences near misses and accidents.  
You must tell the HSE about any reportable diseases and use the AIRS system to record the details of the disease.  
Maintain accidents as a standing agenda item for Safety Committee or Annual Team and Staff Council meetings. | Section 7 (7)  
Section 11.2.3 (11) |
| **What do you need to report?** | | |
| 3. | Where you have indicated in the reporting software (AIRS) that a member of staff has not returned to work after an accident, you should always update the record when that member of staff returns. See Notify. | Sections 8.1.1 and 8.2 (8). |
| **Injury or Dangerous Occurrence Reports** | | |
| 4. | Where you have shown that a member of staff has not returned to work after an accident, you should always update the record when that member of staff has returned. | Section 8.1.1 (8) |
Maintain accident records

5. If staff are told about accidents involving people not at work, they must record them on the AIRS system. Please read the User Guide for what is minimum level of detail you need to enter. 

Section 9.2 (9)

The paperwork

6. All recording of information for accident reporting and investigations must be conducted as shown in the Guidance Note on Claim Management which you can find on your country’s Estates 2010 intranet site. 

Section 9.4 (9)

3.3 What’s recommended?

Here we summarise for you all the recommendations that are in this booklet, again with the relevant section for you to refer to.

<table>
<thead>
<tr>
<th>No.</th>
<th>Recommendation</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Accident and Incident Recording Software (AIRS)</strong></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Make sure that all employees are aware that they must record details of all accidents in the AIRS system as soon as they can after the event. Nominate a person within the cost centre to be responsible for managing the AIRS system and email hierarchy.</td>
<td>Section 7 (7)</td>
</tr>
<tr>
<td></td>
<td><strong>Maintain accident records</strong></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Where the FC has a continuing and regular relationship with clubs, volunteers, societies, small businesses such as bike hire; we should make sure that they maintain accident records and that the FC have access to the statistics.</td>
<td>Section 9.2 (9)</td>
</tr>
<tr>
<td></td>
<td><strong>Immediate action at the scene</strong></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>OGB 17 Planning for the Unexpected has some useful guidance on emergency planning and we recommend you read it and look at the Emergency Response Cards on the same intranet page.</td>
<td>Section 9.5 (9)</td>
</tr>
</tbody>
</table>
4. **Introduction**

We manage our work and environment in the forest, workshop or office to reduce the risk of accidents to:

- our staff;
- the public;
- contractors;
- volunteers; and;
- visitors.

We manage health and safety and do risk assessments to reduce the risk of an accident or ill health occurring. We can reduce the likelihood of an accident or ill health, and we can reduce the severity. Often we can reduce both, but this does not mean that accidents won’t happen. Murphy had a point when he stated: ‘Things will always go wrong in the worst possible way, at the worst possible time, and in the worst possible place!’

Do you know what to do at the scene of an accident?

To help reduce accidents we have:

- risk assessments;
- site safety rules;
- contracts and schedules;
- site plans;
- safety signs;
- information signs;
- pre-qualification and safety questionnaires;
- AFAG Guides and FE Safety Standards;
- modern communications;
- site visit reports; and
- inspections of recreation facilities.

So are you prepared to deal with one when it happens? Do you know the procedure to follow?

Some examples.

- Do you know who to tell when an accident happens?
- Do you know who to ask for advice and help?
- Does your team know what to do?
- Do you know your responsibilities?
- Do you know how to record an accident in the Forestry Commission Accident and Incident Recording System (AIRS)?
4.1 What do we mean by an accident?

In this booklet we use the term ‘Accident’ to cover:

- an accident where people are injured and it is reported to the HSE;
- an accident where people are injured, but it does not need to be reported to the HSE;
- a Dangerous Occurrence that is reported to the HSE;
- a Dangerous Occurrence or a near miss that does not need to be reported to the HSE;
- any incident where a person is verbally and or physically abused, threatened, or assaulted in circumstances that are related to their work, this may include the public or contractors for example; and
- a disease resulting from work.

Please read on to find out more.

4.2 The three elements of an accident investigation and reporting

An accident can be a confusing and stressful experience and it makes sense to treat it as linked elements.

We will cover each of these elements in detail.

- When an Accident Happens – Immediate Action – see Section 5 (5).
- Do I Need to Report the Accident to the Health and Safety Executive (HSE)? – see Section 6.
- FC Investigation and Reporting:
  - People at Work – see Section 8; and
  - People not at Work – see Section 9.
4.3 Why investigate accidents?

We need to investigate accidents and dangerous occurrences to:

- establish the cause or causes, including root-causes, of the accident or dangerous occurrence so we can take the right remedial action to avoid it happening again;
- answer any enquires from the HSE concerning the Forestry Commission’s obligations under the Health and Safety at Work Act and associated Regulations;
- make sure that the Forestry Commission has enough information to provide a defence if the injured party raises a civil claim for damages;
- meet the Forestry Commission’s moral obligation to its employees and contractors; and
- minimise any adverse publicity that may arise.

4.3.1 Writing accident or incident reports

When writing up the detail of an accident or incident, you must aim to be accurate and clear. Be brief, but make sure you record all the facts.

Aim to structure your comments logically using effective and relevant content. If it helps, sort the facts into the order they happened.

The main points you want to make should be clear on first reading:

- Keep to the facts.
- Make sure the facts are correct.
- Do not express opinion in the report.
- Do not talk about blame.
- Express the facts simply, use short words and phrases and short sentences.
- Avoid acronyms, abbreviations and jargon.

4.3.2 Managing claims

All investigation forms, comments, emails and other recorded communications can be demanded as evidence in a potential claim under ‘Legal Discovery’.

Communications and comments must therefore be recorded honestly and factually, but avoid conjecture or opinion on potential liability.

For further information on claim management, use this link; Estate Management Guidance Note - Claim Management
5. When an accident happens

We cannot cover all eventualities, as each accident is different, but the processes are similar in all cases.

5.1 Advice and help

Safety, Health and Environment Officers (SHEO) have a wealth of experience in dealing with accidents, dangerous occurrences, near misses and diseases, please use them.

The SHEO will guide you through the process, help and support you. They will give you immediate advice and can help in any discussions with an enforcing authority, such as the Police, HSE or Local Authority.

It is good that most staff do not have great experience of accidents, and it would be nice to keep it that way, but few of us will be lucky enough to go through our lives without encountering one or two ‘nasties’.

If there is a serious injury or a fatality, they will visit your unit as soon as they can to help, and at least within three working days.

**Good open communication is the essential ingredient.**

You will also find your colleagues will help you – don’t be afraid to ask, as even people who are not directly involved, may have had similar experiences in the past. Do not ‘go it alone’ and think you can cope.

5.2 Immediate action at the scene

You can save a great deal of time and effort if you take the correct action at the scene of an accident. The chart in Section 11.1 lists what you need to do and you need to follow it.

There are some essential points to always consider before rushing in.

- **Assess the situation** – do not put yourself in danger.
- **Make the area safe**, but try not to disturb it if you can, this will help any future investigation.
- **Assess all casualties** and, if you are able, attend to those with life-threatening conditions first.
- **Send for help** – see Section 5.3 – do not delay!
- **Tell your office or unit what has happened**, where, and what action you are taking. **Don’t go it alone!**

Once you have done this, the site is safe and the injured attended to, then, and only then, should you follow the ‘ACTIONS’ box in the chart in Section 11.1.
5.3 Guidance on when and how to call emergency services

5.3.1 Background.
People, whether working on or visiting FC property can suffer injury or be taken ill. Those people could be FC staff, contractors, volunteers, business or recreational visitors.

If you need emergency help, you need to be able to act quickly, and through the proper channels if you are to minimise any delays in help reaching the incident.

The emergency services will respond in different ways to a call for help based on how easy the casualty is to reach, and the type of incident. They may need specialist help from the Fire Service, Mountain Rescue Teams or Search and Rescue Helicopter Teams due to the type of the terrain or access routes.

Unit managers should liaise with local ambulance controllers to find out the best protocol for calling for help based on the following categories. They should then tell their teams to make sure all team members use the correct and professional approach at all times. See OGB 17 Planning for the Unexpected

Review Accident and Incident plans every two years – Section 5.4 of OGB 17.

Depending on the location, nature of the casualty and the urgency for medical treatment, there are several ways of getting the best and most appropriate help. In many situations you should think through how to get help and record this as part of your emergency procedures (Ref AFAG802).

You should find out which emergency service would generally be most effective in responding to accidents in your location. For example, if you need Mountain Rescue to help get casualties out of an area, you will need to ask for this through the police.

When calling the emergency services, police, fire and rescue and ambulance, you should be aware of three things:

1. They will respond if you phone 999 or 112 (the European-wide emergency number).
2. When you need to call from a mobile phone, and your phone is showing no signal from your network, as long as there is signal on another network, you will still be able to call 999 or 112.
3. You can contact Police or Mountain Rescue by Short Message Service (SMS).

Information
If you are involved in an incident and need to call for help but cannot make voice calls, you may now contact the 999 emergency services using a short messaging service (SMS) text from your mobile phone.

You can specify which service you want, for example if you want Mountain Rescue: specify 'Police-Mountain Rescue' when sending the text, and include information about your location, nature of the incident and those involved.

You will only be able to use this service if you have registered with emergency SMS first.

It is very simple and easy to register your phone.

To register for using SMS text messages you must:

1. Send the word 'register' in an SMS message to 999;
2. You will then receive SMS messages about the service;
3. When you have read these SMS messages, reply by sending 'yes' in an SMS message to 999; and

4. You will receive a SMS message telling you that your mobile phone is registered or if there is a problem with your registration.

For more information on this and how to use it visit http://emergencySMS.org.uk/ where you can download an information leaflet about this service.

In an emergency you will know your message has been received ONLY when you get a reply from an emergency service.

Table 1 Descriptions of the four main types of locations

<table>
<thead>
<tr>
<th>Urban</th>
<th>Rural</th>
<th>Rugged</th>
<th>Extreme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heavily developed accessible place, examples include:</td>
<td>Moderately developed, examples include:</td>
<td>Lightly developed, examples include:</td>
<td>Undeveloped, examples include:</td>
</tr>
<tr>
<td>• urban environment;</td>
<td>• suburbia;</td>
<td>• wider forest and countryside;</td>
<td>• wild and rugged countryside;</td>
</tr>
<tr>
<td>• easy terrain;</td>
<td>• country parks;</td>
<td>• extensive farmed countryside;</td>
<td>• remote forests and landscapes;</td>
</tr>
<tr>
<td>• surfaced paths;</td>
<td>• intensive farmed land;</td>
<td>• remote waterways and historic structures; and</td>
<td></td>
</tr>
<tr>
<td>• city centre buildings;</td>
<td>• monuments and buildings on own land;</td>
<td>and</td>
<td>• poor access or no roads.</td>
</tr>
<tr>
<td>• waterfronts; and</td>
<td>• recreational forests; and</td>
<td>• variable surface forest road network.</td>
<td></td>
</tr>
<tr>
<td>stafed facilities.</td>
<td>• the accessible forest road network.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

We will now give you some scenarios for the various types of location shown in Table 1.

5.3.2 Scenario 1 – Urban or rural accessible place

The casualty is in a very accessible place, such as an office, workshop, or in a recreational facility, for example a visitor centre or picnic site which sits beside a public road or FC road where the public can take their cars.

This set of circumstances is handled routinely by the Ambulance Service in urban GB.

Accessible place – Your course of action is:

1. Phone the emergency services on either 999 or 112.
2. When the operator asks which service state: Ambulance.
3. Provide accurate details of the incident and the address including postcode and, or, grid reference and phone number you are calling from.
4. Answer any other questions which the ambulance service asks.
The Ambulance Service will send help, which may be an ambulance, paramedics, doctor, and in some instances, an air ambulance. If there is another person with you, send them to meet the emergency services to help guide them.

5.3.3 Scenario 2 – rural or rugged terrain

Some casualties may be in places which forestry professionals and other outdoor enthusiasts see as fairly easy to get to rural or rugged terrain, for example on a forest walk or mountain bike trail or on a forest roadside.

However, access both for ambulances and ambulance staff on foot, may not be possible or safe. This may be due to the terrain, standard of road surface, or the weather not being suitable for the type of equipment, clothing and level of expertise available.

It then becomes a matter for the person calling the emergency services to judge the circumstances and to advise the operator about the potentially difficult terrain.

If you are not sure, call the Police rather than the Ambulance service. The Police Service, through its command infrastructure, co-ordinates land based search and rescue operations and provides co-ordination of all emergency services and other authorities where appropriate.

Rural or Rugged terrain – your course of action is:

1. Phone the emergency services on either 999 or 112.
2. When the operator asks which service state: Police.
3. Provide accurate details of the incident and the incident location, with grid reference and, or, post code if there is one, and you know it.
4. Give any other information, such as access or rendezvous points. With grid reference and, or, post code for them if you know. Describe the type of terrain.
5. Answer any other questions which the Police Service asks.

When the emergency services arrive they will have to undertake a risk assessment to see if they can get to the casualty and who is best placed to do this. The ambulance crew will determine what forest roads are suitable for their vehicle, which could be a standard ambulance or a 4 x 4.

If you are on your own, stay with the casualty, if there is another person with you, send them to meet the emergency services to help guide them.

5.3.4 Scenario 3 – extreme terrain

Casualties can also be in some extreme terrain, which may be very remote from a public or even an FC road. This could be on a mountainside above the tree line or it could be at the far end of a felling or planting site. The casualty for example could even be lying in shallow water or in a difficult place, such as a cliff face or in a gorge.

This set of circumstances cannot be handled by the Ambulance Service alone. They will need help from other emergency services; these could be the Mountain Rescue Service, Coastguard or the Fire and Rescue Service.

Extreme terrain – your course of action is:

1. Phone the emergency services on either 999 or 112.
2. When the operator asks which service state: Police.
3. Provide accurate details of the incident and the incident location with grid reference and, or, post code if there is one and you know it – it is very important to emphasize the remote location and difficult access.

4. Give any other information, such as access or rendezvous points with their grid reference or post code, or both, if you know them.

5. Answer any other questions which the Police Service asks.

The Police Service will assess what is required and send help, which may include the mountain rescue team and other necessary support including ambulance, paramedics, doctor and in some instances an air ambulance.

The ambulance crew will determine what forest roads are suitable for their vehicle, which could be a standard ambulance or a 4 x 4.

If you are on your own stay with the casualty, if there is another person with you, send them to meet the emergency services to help guide them.

5.4 Help with very serious or fatal accidents

In this section we summarise the main actions that unit managers will need to follow if there is a serious or fatal accident.

- If any accident results in a fatality or very serious injury, for example a head and spine injury, the most senior member of staff in the management unit must manage the incident. They must immediately tell:
  - one of the SH&EOs; and
  - the Country Director or a member of the Management Board.

Table 2 Safety, Health and Environment contacts

<table>
<thead>
<tr>
<th>Emily Ramsay</th>
<th>Jim Burns</th>
<th>Neil Gresswell</th>
<th>Gordon Adam</th>
<th>Colin McEvoy</th>
</tr>
</thead>
<tbody>
<tr>
<td>GB</td>
<td>Scotland</td>
<td>England</td>
<td>Wales</td>
<td></td>
</tr>
<tr>
<td>Office</td>
<td>Office</td>
<td>Office</td>
<td>Office</td>
<td>Office</td>
</tr>
<tr>
<td>0131 314 6435</td>
<td>0138 786 0393</td>
<td>0175 147 0712</td>
<td>0160 688 4945</td>
<td>0131 445 6937</td>
</tr>
<tr>
<td>Mobile</td>
<td>Mobile</td>
<td>Mobile</td>
<td>Mobile</td>
<td>Mobile</td>
</tr>
<tr>
<td>07771 805378</td>
<td>07788 438975</td>
<td>07768 338977</td>
<td>07710 748411</td>
<td>07756 155413</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>or via email</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If the accident results in a fatality, then in most cases the Police will attend the scene, quickly followed by the HSE inspectors. They will treat the site as a crime scene. There are agreed protocols between the Police and HSE.

- use this link to go to the HSE site for Investigation; and
- this link for the HSE site on Work Related Deaths - A protocol for liaison.

Every fatal and serious accident is different, and it is not possible to offer general advice on how you should run the investigation. If it is a fatal accident, the SHEO will offer immediate advice and will visit your unit to support and advise you and your staff. The SHEO will visit as soon as possible after the accident and within three working days. Most management units will not have experience
of a fatal or very serious accident, the SHEO does have this experience and will be able to guide you through the accident investigation process and offer ongoing support.

The country lead and Safety, Health and Environment are best placed to:

1. Involve FC Information staff if there is any media interest in cases.
2. Seek legal advice and instruct FC Solicitors.

It is important the staff in the management unit continue to communicate with the SHEO:

- after HSE and Police have visited the site, and especially if any FC staff have been interviewed under caution; and
- if anyone from outside the FC, for example a timber buyer or contractor, asks for copies of FC documents.

Please do not give FC documents to anyone, other than the HSE or the Police who have specific powers to seize documents, unless you have the approval of a SHEO. If you get enquiries from legal representatives, speak to SH&E.

For further information on claim management Estate Management Guidance Note - Claim Management.

Remember that HSE have powers to:

- interview anyone (informally or under caution);
- enter property; and
- seize documents.

Consequently it is important that everyone concerned:

- tells the truth;
- is not obstructive;
- sticks to the facts;
- does not speculate; and
- does not embellish.

Some documents are essential to the investigation right from the start and should be brought together:

- the FC Accident Report;
- site plan(s);
- risk assessment(s);
- the pre-commencement meeting form;
- the contract; and
- supervisory diaries.
- facility inspections
- photographs of the scene

Depending on legal advice:

- The FC solicitor may be involved in the investigation.
- All accident investigation reports and correspondence may be copied to the FC Lawyers.
Please look at Figure 1 on the next page for the protocol and procedure for dealing with and reporting a ‘death out of, or in connection with, work’.

5.4.1 Coping with trauma

When you are faced with an experience, such as a serious accident at work, a road traffic accident or a heart attack in the street, you may have reactions that you may struggle to understand, but which can be perfectly normal. While training and experience often help in avoiding the worst affects of a critical incident, they do not always provide a complete safeguard to the emotional shock you may experience.

- About the FC Employee Assistance Programme (EAP).
- EAP Web site: http://ppcworldwide5.com/ppconline/

When you use the website, this link takes you to The Forestry Commission Client log on, User name is Forestry, and the Password is trees.

Example of Leaflet giving guidance to Glentress Cycle Patrol Members.
Figure 1  Death 'out of, or in connection with, work

**Work related death – a protocol for liaison and reporting**

Any person who dies as a result of an accident arising out of, or in connection with, work. Visit the HSE website.

**Fatal accident to member of the public (MOP)**

Consider each fatality individually based on the facts. For example, a member of the public is killed by a tree being felled.

*See Section 9*

**Who are you going to call or tell?**

- **Tell HSE**
  Look at HSE guidance on investigations [link](#) and investigation

- **Call 999 or 112 and ask for ambulance and police.**
  Give full details and location

- **Tell senior managers in FO.**

**A police officer attending an incident involving a work related death will arrange to:**

- identify, secure, preserve and take control of the scene, and any other relevant place;
- supervise and record all activity;
- inform a senior supervising officer;
- enquire whether the employer or other responsible person in control of the premises or activity has told the HSE, the local authority or other investigating or enforcing authority; and
- contact and discuss the incident with the HSE, the local authority or other enforcing authority, and agree arrangements for controlling the scene, for considering access for others, and for other local procedures to make sure the public are safe.
5.5 What happens after an accident?

Sometimes we are just thankful when an accident investigation and all that it demands of us is finished. But is it?

There are some questions we need to answer to really make sure:

- Did we do all we could?
- Are staff who dealt with the accident okay? – See Section 5.4.1.
- Are there lessons to be learned, both nationally and locally?
- When instructions are issued, do we make sure they are being followed?

Remember it is no defence to say that an instruction has been issued unless you can clearly show the steps you have taken to make sure it has been complied with.

- Are our supervision or site management systems doing what they should?
- Has the risk assessment been revised?
- Are site signs in place and effective?
- Are personnel properly trained?
- Did we fulfil our landowner obligations?
- Are contractors properly trained?
- Are contractors properly selected?
- Are site safety rules well understood and monitored?
- Are contractors’ sites visited regularly?
- Did we manage the contract as detailed in Operational Guidance Booklet No. 3c Contracts and Contract Management?
- Do staff use checklists and site visit reports when visiting sites?
- Do staff use Forest Enterprise Safety Standard Check lists?
- Are contractors or sub-contractors reporting near misses?
- Are the completed forms filed in the contract file?
- Are emergency procedures regularly practised and adequate?
- Did the emergency procedures or first aid provision work well?
- Are staff familiar with them?
- Are communications good enough to handle accidents?
- Do you know who your Safety, Health and Environment Officers are?
- Do you involve them in normal working, meetings and seminars?
6. Do I need to report the accident to HSE?

6.1 Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR)

You must report some accidents and near misses that occur at work or arise out of work activity to the HSE under RIDDOR.

RIDDOR Regulations are very specific in their definition of:

- major injuries;
- dangerous occurrences; and;
- diseases.

The full list of reportable major injuries, dangerous occurrences and diseases and interpretation of the terms used is contained in the HSE publication ‘A Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations - 1995 L73’, which you can download free from the HSE website: Click here. The SHEOs all have a copy of this publication. If you have any questions on whether an accident or a dangerous occurrence or an employee’s ill-health needs to be reported, please discuss it with your SHEO.

See Section11.2 (11) for a list of injuries, dangerous occurrences and diseases in the FC.

The Accident Investigation and Reporting Software (AIRS) system helps you to decide by asking specific questions which, depending on your entry in the text fields and pick-lists, guides you on whether it is RIDDOR reportable or not.

HSE are currently consulting on changing these regulations, when they change, we will review this section.

6.2 What do I need to report?

6.2.1 Death or major injury?

You must notify the HSE immediately by phone if there is an accident ‘in connection with work’ – see Section 6.2.5 – and:

- a person at work is killed or suffers a major injury, including the result of physical violence – see Section 8 (8) – for what is classed as major injury; or
- a member of the public is killed or taken to hospital – see Section 9 (9).

Within 10 days you must follow this up with a completed accident report Form F2508 – see Section 6.4. AIRS fills this out for you as you process the accident through the system, and allows you to review it and email it to the HSE after you have submitted the accident report.

6.2.2 Over-three-day injury

If there is an accident which arises ‘out of or in connection with work’ – see Section 6.2.5 – including the result of physical violence, and a person at work suffers an ‘over-three day injury’ you must send a completed accident report Form F2508 to the HSE within 10 days.

An over-three day injury is when a person at work is incapacitated for work that they might reasonably be expected to do for more than three consecutive days, excluding the day of the
accident, but including any days which would not have been working days. The expression ‘more that three consecutive days’ means, in practice, at least four days.

The following examples illustrate particular aspects of this:

<table>
<thead>
<tr>
<th>Example 1</th>
<th>Example 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Day of Accident – Monday</strong></td>
<td><strong>Day of Accident – Friday</strong></td>
</tr>
<tr>
<td>Employee is off work on:</td>
<td>Employee is off work on:</td>
</tr>
<tr>
<td>• Tuesday;</td>
<td>• Monday; and</td>
</tr>
<tr>
<td>• Wednesday;</td>
<td>• Tuesday.</td>
</tr>
<tr>
<td>• Thursday; and</td>
<td>Number of days not working = 4.</td>
</tr>
<tr>
<td>• returns to work on Friday.</td>
<td>Ask the employee whether they would have been fit for work on the Saturday and Sunday (had they been working days).</td>
</tr>
<tr>
<td>Number of days not working = 3.</td>
<td>If the employee confirms that they were not fit for work, then it would be an over three-day injury. If they stated that ill-effects were not apparent until the Monday, then it would not be an over three-day injury.</td>
</tr>
</tbody>
</table>

Therefore this is not an over three-day injury.

Where you have indicated in the reporting software (AIRS) that a member of staff has not returned to work after an accident, you must update the record when that member of staff returns. See Notify.

The day the accident occurred is not counted when calculating the number of days of work.

6.2.3 Disease

As soon as you receive a written diagnosis from a GP, occupational health professional or any doctor that an employee is suffering from a reportable work-related disease, you must forward a disease report form (F2508A) to the HSE. See Section 11.2 (11) for examples of reportable diseases.

To complete Report F2508A do the following.

- Visit the HSE RIDDOR website: [www.riddor.gov.uk](http://www.riddor.gov.uk).
- Complete the online HSE reporting system and submit it to the HSE.
- Print a copy of the form and enter the details to the AIRS system using the ‘Incident’ option.
- Upload a copy of the completed HSE form to the related documents page. Look at the User Guide screen displays for how to enter reportable diseases.

You must tell the HSE about any Reportable Diseases and use the AIRS system to record the details of the disease.
6.2.4 Dangerous occurrence

If something happens which does not result in a reportable injury, but which could clearly have done, it may be a reportable dangerous occurrence – see Section 11.2.2 (11) for a list of dangerous occurrences – which you must report in the quickest possible way to the HSE.

Within 10 days you must follow this up with a completed accident report Form F2508. You can do this by entering the details to the AIRS system and the system will help you fill out the form. Please look at the User Guide and the screen displays on how to report dangerous occurrences.

6.2.5 ‘Out of, or in connection with, work’?

What do we mean by ‘out of, or in connection with, work’? This is a key phrase and understanding its meaning is vital in helping you decide if you need to report an accident, disease or a dangerous occurrence to HSE, (including, in certain situations, acts of violence).

The HSE provide some guidance on this question, and for those who are working, the decision to report to RIDDOR is usually clear. However, particularly where visitors are involved in countryside recreation, there is scope for interpretation. For a member of the public accident to be reportable under RIDDOR it must meet two criteria:

1. the member of public was taken to hospital or killed; and
2. the accident arose ‘out of, or in connection with, work’ – for example providing ongoing inspection and maintenance of facilities and associated infrastructure is a work activity.

Table 3 gives you examples and should help you decide whether you have to report under RIDDOR. Only if both criteria are met do we report and we have used blue italics and red underlining in the table to help illustrate this.
### Table 3  RIDDOR Table out of, or in connection with work

<table>
<thead>
<tr>
<th>Accident examples</th>
<th>Report under RIDDOR?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A member of the public while visiting the forest was hit by a tree being felled and taken to hospital by Ambulance. The tree felling is a work activity. The person went to hospital from site.</td>
<td>✓</td>
</tr>
<tr>
<td>A member of the public taking part in an FC guided walk tripped and fell. They did not complete the walk, but did not go to hospital. The FC employee leading the guided walk is at work. The injured person didn't go to hospital.</td>
<td>✗</td>
</tr>
<tr>
<td>A child playing on play equipment fell from the equipment and was taken to hospital. As part of the FC investigation it was found that the accident had occurred because a rotten wooden rail on the play equipment had broken causing the fall from height. The child went to hospital. The equipment failed and the provision and ongoing inspection or maintenance of it is a work activity.</td>
<td>✓</td>
</tr>
<tr>
<td>A cyclist was involved in an accident on a self-built route on FC land and taken to hospital. Cyclist went to hospital. No work activity.</td>
<td>✗</td>
</tr>
<tr>
<td>A cyclist was involved in an accident on a purpose built route on FC land and taken to hospital. As part of the FC investigation it was found that the accident had occurred because a technical trail feature designed, constructed and maintained by the FC had failed and caused the accident. Cyclist went to hospital. The facility failed and the provision and ongoing inspection or maintenance of it is a work activity.</td>
<td>✓</td>
</tr>
<tr>
<td>A Mountain Bike Hire Company customer was involved in an accident on a purpose built route on FC land and is taken to hospital. As part of the FC investigation it is found that the accident was due to an equipment failure on the mountain bike. For example the brakes failed. In this example the cause was not ‘out of or in connection with FC work’ but is in connection with the hire companies work i.e. they failed to maintain the hire bike and that caused the accident. Cyclist went to hospital</td>
<td>✓</td>
</tr>
<tr>
<td>Volunteer on a tree planting project managed by FC staff, slips and breaks their leg and is taken to hospital. FC staff at work. Volunteer taken to hospital.</td>
<td>✓</td>
</tr>
<tr>
<td>A member of the public walking in the forest away from the way marked forest path was seriously injured and airlifted to hospital.</td>
<td>✓</td>
</tr>
</tbody>
</table>

(Ask your SHEO for advice)
Please remember that even if an accident is not reportable to HSE, you still have to complete a person not at work record.

6.2.6 Road traffic accidents

Death or injury resulting from accidents involving vehicles travelling along public roads, including forest roads, are not reportable to the HSE unless they involve or are connected with those in this table.

<table>
<thead>
<tr>
<th>Accident</th>
<th>Report under RIDDOR?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exposure to a substance being carried on the road.</td>
<td>✓</td>
</tr>
<tr>
<td>Vehicle loading and unloading.</td>
<td>✓</td>
</tr>
<tr>
<td>Construction, demolition, alteration, repair or maintenance on or alongside a public road.</td>
<td>✓</td>
</tr>
<tr>
<td>A train, for example at a crossing.</td>
<td>✓</td>
</tr>
</tbody>
</table>

If someone is injured at work in a traffic accident, record the accident to the person in AIRS and the damage to the vehicle through the Mechanical Engineering Services (MES) system using form C128. See the AIRS User Guide.
6.3 Who reports to the HSE?

The ‘responsible person’ must notify, report and record the events (deaths, injuries, diseases and dangerous occurrences) which are covered by RIDDOR. The Regulations give specific interpretation of who the ‘responsible person’ is within the various situations. This Table may help illustrate the responsibilities.

<table>
<thead>
<tr>
<th>Who is the Responsible Person?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What are the work arrangements?</strong></td>
</tr>
<tr>
<td>-----------------------------------</td>
</tr>
<tr>
<td>FC is the employer.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>FC has a contract for service.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>FC has sold timber.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

For all deaths, injuries or diseases affecting FC Employees, and dangerous occurrences involving FC employees, the responsible person for notifying, or reporting, or both, will be FC.

For deaths or injuries requiring removal to hospital for treatment affecting members of the public, the responsible person for notifying or reporting, or both, will generally be the FC. The exception to this will be if a member of the public is killed or injured so that they have to be taken to hospital for treatment from a standing sale site.

Where Direct Contractors to the FC are working in the forest, or on other FC property, the FC will be in overall control of the land, and will therefore be the responsible person under RIDDOR in all matters connected with the contractors’ work – except if the incident involves an employee of the contractor or an employee of the sub-contractor.

The Purchaser of Standing Timber will, so far as their purchase is concerned, be in control of the premises (part of the forest) where they are working, and the Purchaser of Standing Timber will be the responsible person under RIDDOR for everything connected with their work on FC property.

This includes using access roads specified in the contract, even though they may not be for their exclusive use. They, as the person in control of the premises, will be responsible for notifying and, or, reporting reportable dangerous occurrences, injuries to anyone not at work and injuries and diseases to the self-employed. If they are also an employer, they and any other employer operating under the contract will be responsible for notifying and, or, reporting reportable injuries and diseases suffered by their employees. The FC will have no responsibilities under RIDDOR for the work of the purchaser.
The requirement to report accidents and comply with RIDDOR Regulations is in all FC contracts – see Operational Guidance Booklet No. 3c Contracts and Contract Management.

If there is any doubt about who should report the incident to the HSE, the FC will notify and, or, report the incident or condition.

6.4 How do I report to the HSE?

You can report to the HSE in several ways.

- The RIDDOR Website: [www.riddor.gov.uk](http://www.riddor.gov.uk).
- By phone: 0845 300 9923 (0830hrs to 1700hrs).
- By Fax: 0845 300 9924.
- E-mail: riddor@natbrit.com.
- By Post: Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG.

The Accident and Incident Reporting Software (AIRS) System helps you decide whether the accident is reportable under RIDDOR, and helps you fill out the RIDDOR form, as well as helping you email it directly to the HSE.

It is still a management decision on whether to actually submit a report.
7. **The Accident and Incident Recording Software (AIRS) System**

The new AIRS system replaces the old electronic and paper system where forms were completed by staff in the management units and processed in various ways in the three countries. The new system makes it easier to process accidents and produce real-time statistics. You will be able to use this system to report all accidents, incidents and near-misses.

The new system is straightforward to use via the intranet and acts as a formal record and investigation prompt for the manager.

The unit manager must:

- Use the AIRS system to record accidents, dangerous occurrences, near misses and work related diseases, and any other incidents.

- Make sure that all employees are aware that they must record details of all accidents in the AIRS system as soon as they can after the event.

- Nominate a person within the cost centre to be responsible for managing the AIRS system and email hierarchy.

- Entering details replaces the need to keep a B1150 Accident book (see User Guide).

- Examine and record that they have assessed the AIRS system records at least quarterly. Carefully consider all entries, look for any apparent trends, including frequent occurrences of particular types of accident, monitor and discuss them with staff. Use the AIRS system ‘Report Menu’ to do this.

- Maintain accidents as a standing agenda item for Safety Committee, Annual Team or Staff Council meetings.


8. Investigating and reporting accidents and diseases involving people at work

People at work will include:

- FC employees;
- contractors and sub-contractors; and
- agency staff.

8.1 Injury, diseases or dangerous occurrence reports

8.1.1 The paperwork

- An FC injury, reportable disease or Dangerous Occurrence Report – see Section 11.5 – must be completed in the AIRS system for all RIDDOR reportable injuries, diseases and dangerous occurrences involving FC employees.

- Non-RIDDOR accidents and dangerous occurrences, including incidents involving abuse of any kind, should be reported using the AIRS system so that we can learn any lessons.

Keep a record in AIRS of Injury or Dangerous Occurrences for incidents, in full or in part, involving contractors – direct or on standing sales where:

- there is a fatal accident;
- there is a major specified injury; or
- there are useful lessons to learn.

If you are concerned about whether to complete a report for a contractor, please discuss it with your Safety, Health and Environment Officer (SHEO).

⚠️ The report and relevant supporting documents must be input and commented on in the AIRS system by the line and unit managers within 10 days of the incident happening.

Country Directors or Unit Heads and Safety, Health and Environment Officers then have a further 11 days to complete their sections within the system giving a total of 21 days after the incident to complete the report.

You may not be able to complete the investigation within these time limits, but you should try to stick to the timetable as much as possible for the initial submission of the report, and you can submit further material on the ‘Follow up Actions’ and ‘Related Documents’ page separately. Everyone who comments on the report can set ‘action points’ for people to complete with a target date.

🔹 Where you have shown that a member of staff has not returned to work after an accident, you should always update the record when that member of staff has returned.

To do this please read the User Guide.
8.2 Vehicle accidents

Report the damage to the vehicle through the Mechanical Engineering Services system, using Form C128 – Please refer to Traffic Accidents.

- driver or passenger injured – report as accident at work; and
- driver or passenger not injured – report as near miss.

Please refer to AIRS User Guide for detail on what to do with vehicle accidents.

The normal progress for accident investigation and reporting will be:

8.3 Near miss and incident reporting

8.3.1 Why report near misses?

Research and experience has shown that the more near misses we report, the more information is available about any problems, and the more action we can take to make forestry safer. The benefits of incident and near miss reporting include:

- identifying trends across the organisation;
- pre-empting complaints;
- making sure areas of concern are acted on;
- targeting resources more effectively; and
- increasing awareness and responsiveness.

Several academics have demonstrated the relationship between the number of near misses, serious and fatal accidents. Perhaps the most well known is Mr Bird. In 1969 he analysed 1,753,498 accidents reported by 297 co-operating companies. These companies represented 21 different industrial groups, employing 1,750,000 employees who worked over 3 billion hours during the exposure period analysed. The study revealed the ratios in the accidents as shown in Table 4.
The 1:10:30:600 relationship shows clearly that it is sensible not just to investigate the relatively few events that result in serious or disabling injury. Rather we should use the significant opportunities that are provided by the much larger number of minor accidents and near misses. This is because minor accidents and near misses often have the same ‘Immediate’ and ‘Root’ causes as serious or fatal ones. If we identify those causes and tackle them, we can prevent the serious or fatal accidents.

Most incidents relate to system failure rather than individual mistakes. Near miss reporting needs an open and fair culture, so staff feel able to report problems without fear of reprisal and know how to resolve and learn from those incidents.

8.3.2 What is a near miss?

A near miss is any incident that had the potential to cause harm, but was prevented, resulting in no harm. For example, the engine in a quad motorbike cuts out on a steep descent.

One of the problems with the Bird accident ratio triangle is that the 600 near misses and some of the 30 accidents are often not identified and even when they are, they tend to receive little attention.

There may be many reasons for this:

- fear of reprimand if reported;
- the accident is not seen as significant; and
- nothing is ever done anyway.
Three examples to illustrate typical reactions

1. During the harvesting of a coupe, a chainsaw operator is felling and processing large oversize trees manually that the mechanised harvesting machinery can't cope with. Unfortunately the chainsaw operator and the harvester operator fail to implement a safe system of work and do not maintain a safe working distance.

   Due to circumstances that develop during the operation, the chainsaw operator is killed by a tree being processed by the harvester.

   **Result** – Everyone is shocked and upset, the harvesting coupe suddenly becomes very busy with people – Police, HSE Inspectors, senior FC staff and safety, health and environment staff – all very concerned about the incident and determined to prevent a reoccurrence. The chainsaw operator’s dependants may sue the Forestry Commission.

2. Take the same situation, but the chainsaw operator sustains relatively minor injuries; the police will not be concerned, HSE will possibly be notified in due course and may or may not take an interest, senior management will probably not visit the site, management will be involved but not as in the first scenario, FC safety, health and environment staff will possibly visit the site. The supervisor and staff will be upset, but not as in the above scenario. The chainsaw operator may sue the Forestry Commission.

3. Now let’s look at the final case – everything is exactly the same, the tree is felled by the harvester, and lands very near to the chainsaw operator – the accident or incident – but no one has been killed or injured.

   So none of the other sequence of events in the other two scenarios follows, not even the safety officer knows, and so cannot investigate the circumstances.

   Yet an incident or accident has happened, and the immediate and root causes are the same.

If near miss accidents are not reported, or not investigated, then opportunities for accident prevention are lost. To overcome this, it is essential to encourage reporting and investigation of all incidents. Nothing is learned from unreported incidents and the causes are left uncorrected.
8.4 Deciding on the level of the risk

Deciding on the level of the risk will help decide what action is needed. The risk score is based on the likelihood that the incident will occur and what is likely to happen or did happen as a consequence of the incident.

Near miss examples and Risk score

Remember that:  \( \text{Risk} = \text{Likelihood} \times \text{Severity} \)

<table>
<thead>
<tr>
<th>Risk Level</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>High</td>
<td>Civil engineers excavating an area strike a gas line but do not break it.</td>
</tr>
<tr>
<td></td>
<td>Equipment not tied down properly on the truck bed, equipment is loose or it falls off without striking anything or anyone.</td>
</tr>
<tr>
<td></td>
<td>Chainsaw operators felling too close to each other.</td>
</tr>
<tr>
<td></td>
<td>Mechanic reversing in a forklift in the workshops without looking back, and another employee passes behind without the operator knowing.</td>
</tr>
<tr>
<td></td>
<td>A major release of a hazardous material into the environment that is successfully impounded before the material enters a waterway.</td>
</tr>
<tr>
<td></td>
<td>An electrical appliance burns out in an office, but the fire doesn't catch or spread.</td>
</tr>
<tr>
<td></td>
<td>Contact between vehicle and another object in the work yard.</td>
</tr>
<tr>
<td></td>
<td>An employee reached into a piece of moving equipment, without stopping it, to dislodge a jam. No injury or equipment damage occurred….this time.</td>
</tr>
<tr>
<td></td>
<td>Sprayed with hydraulic oil after a pressure build-up in a line during routine maintenance.</td>
</tr>
<tr>
<td></td>
<td>Sprayed with diesel while refuelling a machine or van.</td>
</tr>
<tr>
<td></td>
<td>Member of public ignoring statutory exclusion signs on a work site.</td>
</tr>
<tr>
<td></td>
<td>Operating heavy equipment too close to another, almost colliding.</td>
</tr>
<tr>
<td></td>
<td>Pallet broke, spilling chemicals, rotten pallet.</td>
</tr>
<tr>
<td></td>
<td>Guard or hand rail broke when employee was climbing down from a harvesting machine.</td>
</tr>
</tbody>
</table>

Assessment is subjective, so don’t spend too long deciding on the risk score – just use professional and life experiences for this. Take a view from a colleague if it helps. Incident assessment can be carried out by an individual, or a group, for example, the staff member involved and the line manager.
8.4.1 Review and reporting a near miss

When a member of staff sends in an incident form, this is forwarded to their manager who will discuss any additional action that needs to be taken to manage the incident.

8.4.2 Deciding what action to take

Initial action

When an incident occurs (see OGB 17 Incident Response Cards), act to:

- make people and the area safe; and
- tell your line manager.

Further action

Review all incidents to see if you need to take more action to reduce the risk of the near miss reoccurring. When you are reviewing incidents, think about any particular circumstances that might be relevant.

- Is the incident more likely to occur on weekdays or weekends, during the day or during evenings and nights?
- Does it relate to something that is done infrequently, such as maintenance of areas or equipment or adjustment of equipment?
- Did it occur because of an unplanned event, such as a spillage?
- Was it due to an emergency?
- Did any changes in the environment affect the incident, such as the weather?
- Is there an unavoidable risk?
- Review the risk assessment.

For low risk incidents, the staff involved act to minimise the risk of it reoccurring. In the FC, we are looking for trends which can draw attention to any underlying system problems.

All medium and high risk incidents should be reviewed by local and senior staff to understand why they happened, how they could have been prevented, and how they will be prevented in the future. Use investigation tools such as Root Cause Analysis to highlight system problems.

It is important to discuss what we can learn from such incidents across the whole organisation. For some incidents, it is very valuable to share what you have learned with other organisations, so that they do not repeat the processes that led to that risk occurring. The SHE team should share the lessons learned from all incidents that are reported with everyone that needs to know about them.

Table 5 shows you the action that you need to take for each grade of near miss.
Table 5  Action required for each grade of near miss.

<table>
<thead>
<tr>
<th>Level of risk</th>
<th>Review arrangements</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIGH</td>
<td>Inform management immediately, who will take action as soon as possible. Complete AIRS incident form. Local and senior staff complete urgent review and investigation, formalise remedial action plans and put in place within 10 days. Senior management have 11 days to comment – total 21 days from incident.</td>
</tr>
<tr>
<td>MEDIUM</td>
<td>Complete AIRS incident form. Manager and staff to monitor and review locally and report initial follow up actions on AIRS within 10 working days.</td>
</tr>
<tr>
<td>LOW</td>
<td>Complete incident report. Line manager and staff to monitor and review locally and report follow up actions on AIRS system when agreed.</td>
</tr>
</tbody>
</table>

8.4.3 Accident causes: an example of an investigation

"For the want of a nail, the shoe was lost; for the want of a shoe the horse was lost; and for the want of a horse the rider was lost, being overtaken and slain by the enemy, all for the want of care about a horseshoe nail."

--Benjamin Franklin, Poor Richard's Almanac.

Unsafe Condition – Some environmental or hazardous situation which caused or could cause the accident.

Unsafe act – An action which has or could cause an accident.

Accidents are caused by ‘unsafe actions’ and ‘unsafe conditions’ which are allowed to happen in the workplace.

The following example of an electric drill accident shows multiple causes and how the investigation leads from the injury to the accident, from the accident to the immediate cause, and on through the underlying causes, to the root causes.

You can apply this type of investigation technique to various types of accidents.

Example

A person receives an electric shock from a faulty drill.

They are thrown against an adjacent wall and suffer a head injury and concussion. The usual action taken to prevent a reoccurrence is to repair the defective drill.

By repairing the defective drill you have rectified the immediate unsafe condition. Similar accidents may happen again resulting in either major or minor consequences, unless you have established all the immediate and their underlying and root causes and put them right.
**Immediate causes.** These fall into two categories:

1. Unsafe conditions; and
2. Unsafe actions.

In this example:

1. **Unsafe condition** = the faulty drill being there; and
2. **Unsafe actions** = staff using the defective drill.

**Underlying and Root cause.** You need to ask questions to establish the underlying and root causes of the immediate causes above. For example:

1. Why the defect was not observed before it was used?
2. Did the employee have enough knowledge to recognise the defect?
3. Were they properly trained for the task?
4. Could the employee have stopped using the drill?
5. What motivated the employee to risk their own safety?
6. Was the level of supervision adequate?
7. What were the control, inspection and maintenance arrangements for the drill?

The answers to these questions should reveal any short-comings or deviations in the established procedures and controls for preventing accidents.

These types of procedures should be addressed and specified in the Forestry Commission Health and Safety policy at a high level, and in detail in, for example AFAG leaflets and FC Safety standards, and give:

- the objectives and standards to be achieved; and
- the organisation and arrangements for achieving those standards.

**Effective action to prevent a similar reoccurrence**

Effective action to prevent similar reoccurrence would need to address not only the immediate causes, but also the root causes. Such actions and controls as:

- define control arrangements for users of electric hand tools;
- provide adequate maintenance arrangements;
- define safe systems of work;
- revise working standards;
- provide clear instructions;
- ensure effective training;
- make sure you have the right selection procedures;
- reinforce acceptable behaviour;
- give authority to remedy;
- make sure you have adequate levels of supervision; and
- for example, address policies, arrangements and standards.
Operational Guidance Booklet  Number 23

Accidents and incidents: investigate and report  39 Version 3.0 –6 July 2011

Table 6  The Electric drill - cause and effect

The drill example – causes and effects

Root Causes

Health and Safety Policy
- Standards;
- Arrangements;
- Policy; and
- Organisation.

Poor control arrangements for users of electric hand tools:
- Inadequate inspection; and
- Inadequate maintenance procedures.

Ineffective safe working systems:
- Poor working standards.

Inadequate training and instruction.

Poor staff selection and motivation.

Underlying Causes

Defect not found before use:
- Unsafe condition; and
- Defective drill.

Defect not found during use:
- Unsafe condition; and
- Defective drill.

User unaware of danger:
- Poor judgement; and
- Poor training.

Trying to save time and trouble:
- Poor judgement; and
- Poor training.

Immediate Causes

Receives an electric shock and is thrown against a wall and injured:
- Unplanned event.

Using defective electrical equipment:
- Unplanned event.

Using defective electrical equipment:
- Unsafe action.
9. Investigating and reporting accidents involving people **not at work**

People not at work are, for example:

- the public; and
- volunteers.

In this OGB and in the AIRS system, the term ‘people not at work’ covers accidents to members of public (MOP) and accidents to volunteers.

### 9.1 Introduction

There are many circumstances where accidents involving people who are not at work can happen. It may be that accidents are not always reported to Forestry Commission staff. The amount of information we give to the public about who to tell if there is an accident, will depend on the nature of the facilities.

### 9.2 Maintain accident records

- **If staff are told about accidents involving people not at work, they must record them on the AIRS system.** See the User Guide for what is the minimum level of detail required.

Examples of information required are shown at:

- Section 11.3 (11) – Accident report Form;
- Section 11.4 – Incident Report Form; and
- Section 11.5 – Near Miss Report Form.

Where the FC has a continuing and regular relationship with clubs, volunteers, societies, small businesses such as bike hire; we should make sure that they maintain accident records and that the FC have access to the statistics.

- **The Accident Record – the unit manager should examine and review quarterly the accidents and incidents to ‘People not at Work’.** Carefully consider all entries, look for any apparent trends, including frequent occurrences at particular places or several similar accidents occurring: take the correct remedial action. This task should be included in your unit’s resumption system – see OGB 34 *Resumption Diaries*.

- **Unit managers, as part of their liaison with businesses, clubs and groups, where there is a continuing and regular relationship, should review their accident records each year.**

### 9.3 Accident reports for people not at work

It is important to investigate accidents involving people not at work to:

- establish the causes, including root causes, of the accident so that you can take the right remedial action to avoid it happening again;
- answer any enquires from the HSE about the Forestry Commission’s obligations under the
Health and Safety at Work Act and associated Regulations;

- make sure that the Forestry Commission has enough information to provide a defence if the injured party raises a civil claim for damages;
- meet the Forestry Commission’s moral obligation to its customers; and
- minimise any adverse publicity that may arise.

9.4 The paper work

It is not practical to ask unit managers to fully investigate and complete a detailed report on all accidents involving people not at work. The nature and extent of accidents will vary considerably and you will need to exercise your discretion on which accidents you should investigate and report.

However, you must complete an accident Report Form – see Section 11.3 (1):

- for all people not at work accidents reported under RIDDOR;
- if a person not at work is seriously injured (for example, a deep cut, a broken bone or loss of consciousness); or
- if the unit manager considers that there are wider lessons that can be learnt from the accident.

The normal progress for accident investigation and reporting will be:

- Country Directors have overall responsibility for making sure that all the circumstances surrounding an accident have been investigated and a report completed.

All recording of information for accident reporting and investigations must be conducted as shown in the Guidance Note on Claim Management which you can find on your country’s Estates 2010 intranet site.

The report and relevant supporting documents must be input to and commented on in the AIRS system by the line and unit managers within 10 days of the incident happening.

Country Directors or Unit Heads and Safety Health and Environment Officer then have a further 11 days to complete their sections within the system giving a total of 21 days after the incident to complete the report.

We recognise that it may not always be possible to complete the investigation within these time limits, but you should stick to the timetable and you can input any material that arrives later separately.

- Keep the accident investigation record for a minimum of six years from the date of the incident. The exact period will depend on the nature of the injury and the accident victim.
- Keep all the supporting documents safely for at least six years at the unit where the accident occurred.

The exact period will depend on the nature of the injury and the accident victim. The report may need to be kept for longer than recommended.

There are several reasons for this.

1. Claims by injured parties can be made for up to three years from the date of the event which led to the injury, or the date when the injured party knew (or should have known) that their injury had been caused by the defendant, and that the injury was serious enough to justify bringing an action for damages.

2. In England and Wales, there are exceptions to this rule in the case of children and those with a mental illness. In the case of children, a claim can be made up to three years after the child has reached the age of 18 (i.e. 21), while in the case of the mentally ill, a claim can be made up to three years after the date when the person achieves a mental age of 18. Realistically this means that there is no time limit in the latter case.

3. In Scotland, the three-year time limit also applies, but here a child is considered to have reached the age of majority at 16, hence claims can only be made for a further three years beyond this, i.e. to the age of 19.

If you are not sure whether to keep the record longer than the six year time limit, ask your SHEO. Each case will be considered individually, dependant on the type of injury and the accident victim.

9.5 The investigation

9.5.1 The manager responsible

The manager responsible for the recreation activity or work area should:

- carry out the initial investigation and reporting and gather the facts surrounding the incident to determine the immediate and root causes; and
- complete the four main accident recording sections within the AIRS system.

You have 10 days to do this from the incident or accident happening. Remember that includes the unit manager seeing and commenting on the report in the same period.

The accident form used in the AIRS system to report accidents to people not at work is entitled ‘Public Accident’ – please refer to the User Guide.

OGB 17 Planning for the Unexpected has some useful guidance on emergency planning and we recommend you read it and look at the Emergency Response Cards on the same intranet page.
10. Interviewing the injured and witnesses

10.1 Introduction

An important aspect of accident investigation is collecting information from witnesses.

When interviewing the injured and witnesses there is a need to be sensitive and establish a rapport. Interview witnesses as soon after the event as possible and individually. Please read our guide, *Interviewing the injured and witnesses*.

11. Supporting documents

This section contains copies of forms and checklists and procedures that are currently seen as best practice and are placed here for you to use. They are also available on the [Operational Guidance Intranet](#) and on the AIRS System as separate documents that you may save to your own area.

This section contains:

- Your action chart
- A list of reportable major injuries, dangerous occurrences and diseases in the FC.
- Accident Report Form – AIRS
- Incident Report Form – AIRS
- Near Miss report Form – AIRS
- Union Representative Comment Form – AIRS
11.1 Your action chart

INVESTIGATING AN ACCIDENT IN YOUR FOREST

Planned Prevention

- FC Staff and volunteers
  - L&D trained.
  - Competent.
  - Approved work method.
  - Risk assessments.
  - AFAG guides.
  - Site visits.
  - Site reports.
  - Communication.

Member of the Public

- Publicity.
- Information.
- Safety signs.
- Environment.

Contractor or volunteer

- Competent.
- Site plans.
- Site safety rules.
- Risk assessments.
- Safety Signs.
- FC Site visits.
- FC Site reports.
- AFAG guides.
- RIDDOR responsibility (if not part of FC team).

Standing Sale Operator

- Competent.
- Site plans.
- Safety signs.
- Safety Signs.
- FC Site visits.
- FE Site reports.
- AFAG guides.
- RIDDOR responsibility.

ASSESS THE SITUATION

- Is the site safe?
- Make it safe if you can; if not call for assistance. Section 5.2

- Is anyone injured?
  - Yes
  - Attend to the injured and call for support/emergency services. See Sections 5.2 and 5.3
  - No
  - Is it a dangerous occurrence or near miss?
    - Section 6.1
    - Yes
    - Complete relevant accident report in AIRS. Section 7
    - Section 7 AIRS User Guide
    - Responsible person to report under RIDDOR if needed.
      - Section 6.3
    - Complete accident report (AIRS) with full detail. Tell relevant FC staff, HSE if needed and follow up as advised by SHEO or HSE. See User Guide.
11.2 Reportable major injuries, dangerous occurrences and diseases

The following examples include the major injuries, dangerous occurrences and diseases likely to happen in the FC.

11.2.1 Reportable major injuries

- 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 electrical 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:
  - leading to hypothermia, heat-induced illness or to unconsciousness;
  - requiring resuscitation; or;
  - requiring a hospital stay of 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.

11.2.2 Reportable dangerous occurrences

- The collapse of, the overturning of, or the failure of any load-bearing part of any:
  - lift or hoist;
  - crane, including forwarder loader and skyline;
  - mobile powered access platform;
  - access cradle or window cleaning cradle;
  - excavator, including excavator-based harvesters; or
  - forklift truck.
- The failure of any closed vessel like an air compressor, or of any associated pipe-work, in which the internal pressure was above or below atmospheric pressure, where the failure could cause someone’s death.
• Plant or equipment touching overhead electric lines.
• Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, material thrown beyond a site boundary, any injury caused by the explosion.
• Any accident or incident that resulted in, or could have resulted in, the release or escape of a biological agent likely to cause severe human infection or illness.
• Collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall.

11.2.3 Reportable diseases

Certain conditions due to the physical agents and the physical demands of work:
• Carpal Tunnel Syndrome;
• Hand-arm Vibration Syndrome – see OGB 38;
• Musco-skeletal disorders.

Infections due to biological agents. Examples might be:
• Leptospirosis;
• Lyme Disease;
• Legionaire’s Disease;
• Rabies;
• Tetanus; and
• Tuberculosis.

Conditions due to certain substances:
• certain poisonings;
• occupational asthma; and
• occupational dermatitis.

See Section 7.1.3 on how to deal with reportable diseases in the AIRS system.
### Accident Report Form available from AIRS

**ACCIDENT REPORT FORM**

<table>
<thead>
<tr>
<th>INJURED PERSON'S (IP) DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name (Mr/Mrs/Miss/Ms)</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Post Code: Tel No: Home Mob</td>
</tr>
<tr>
<td>Sex: Male [ ] Female [ ] Date of Birth: Age (Age)</td>
</tr>
<tr>
<td>Is the IP a: Member of Public [ ] Employee [ ] Contractor [ ] Sub Contractor [ ] Other [ ] (Specify)</td>
</tr>
<tr>
<td>If IP is a customer If IP is an employee</td>
</tr>
<tr>
<td>Accommodation Address if applicable:</td>
</tr>
<tr>
<td>Pay Band</td>
</tr>
<tr>
<td>Department</td>
</tr>
<tr>
<td>Manager/Supervisor</td>
</tr>
</tbody>
</table>

**TIME AND LOCATION DETAILS**

<table>
<thead>
<tr>
<th>Date of Accident: Time of Accident:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weather conditions: Light conditions:</td>
</tr>
<tr>
<td>Location Name</td>
</tr>
</tbody>
</table>

**INJURY DETAILS**

| Injury Type |
| Body area affected |
| Cause of injury |
| Description of incident (continue on reverse, if necessary) |

| Was first-aid treatment given? YES [ ] NO [ ] |
| If yes, what treatment was given? |
| Name(s) of first- aider(s) |
| Was the injured person taken to hospital? YES [ ] NO [ ] |
| Name of hospital |
| Were the emergency services called? YES [ ] NO [ ] |
| Which ones? |
| Was injured person detained in hospital? YES [ ] NO [ ] |
| If yes, for how long? |
| If the injured person was an employee did they resume normal work after the accident? YES [ ] NO [ ] |

**WITNESS DETAILS (if applicable)**

| Name: |
| Address: |
| Witness Statement (continue on reverse, if necessary) |

**REMEDIAL ACTION** What remedial action was taken immediately to prevent a recurrence: (continue on reverse, if necessary)
11.4 Incident Report Form available from AIRS

### INCIDENT REPORT FORM

<table>
<thead>
<tr>
<th>TIME AND LOCATION DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Incident:</td>
</tr>
<tr>
<td>Location Name</td>
</tr>
<tr>
<td>Weather conditions:</td>
</tr>
<tr>
<td>Light conditions:</td>
</tr>
<tr>
<td>Sub Location Name</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INCIDENT DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident Type</td>
</tr>
<tr>
<td>Discovered By</td>
</tr>
<tr>
<td>Weapons Used</td>
</tr>
<tr>
<td>Description of incident (continue on reverse, if necessary)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Captured on CCTV?</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES [ ] NO [ ]</td>
</tr>
<tr>
<td>Intruder Alarm Activated?</td>
</tr>
<tr>
<td>YES [ ] NO [ ]</td>
</tr>
<tr>
<td>Violence Used?</td>
</tr>
<tr>
<td>YES [ ] NO [ ]</td>
</tr>
<tr>
<td>Personal Alarm Activated?</td>
</tr>
<tr>
<td>YES [ ] NO [ ]</td>
</tr>
<tr>
<td>Offender Apprehended?</td>
</tr>
<tr>
<td>YES [ ] NO [ ]</td>
</tr>
<tr>
<td>Were the Police notified?</td>
</tr>
<tr>
<td>YES [ ] NO [ ]</td>
</tr>
<tr>
<td>If Yes, by whom?</td>
</tr>
<tr>
<td>Police Officer Name</td>
</tr>
<tr>
<td>Police Station Name</td>
</tr>
<tr>
<td>Telephone Number</td>
</tr>
<tr>
<td>Crime Reference</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INJURED PERSON’S (IP) DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete this section if anyone was injured</td>
</tr>
<tr>
<td>Name (Mr/Mrs/Miss/Ms)</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Post Code:</td>
</tr>
<tr>
<td>Sex: Male [ ] Female [ ]</td>
</tr>
<tr>
<td>Date of Birth:</td>
</tr>
<tr>
<td>Is the IP a:</td>
</tr>
<tr>
<td>Customer [ ] Employee [ ]</td>
</tr>
<tr>
<td>Other [ ] specify ____________</td>
</tr>
<tr>
<td>If IP is a customer:</td>
</tr>
<tr>
<td>Accommodation Address:</td>
</tr>
<tr>
<td>If IP is an employee:</td>
</tr>
<tr>
<td>Job Title:</td>
</tr>
<tr>
<td>Manager/Supervisor:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REMEDIAL ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>What remedial action was taken immediately to prevent a recurrence:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DAMAGE DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>What was damaged?</td>
</tr>
<tr>
<td>Est Cost of damage:</td>
</tr>
<tr>
<td>Cash Loss:</td>
</tr>
<tr>
<td>Stock Loss:</td>
</tr>
<tr>
<td>Damage:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DETAILS OF PERSON COMPLETING THIS FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Job Title:</td>
</tr>
<tr>
<td>Department:</td>
</tr>
<tr>
<td>Signature:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>
### 11.5 A Near Miss Report Form available from AIRS

**Reportee Contact details**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Job Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td></td>
</tr>
<tr>
<td>Signature:</td>
<td></td>
</tr>
<tr>
<td>Telephone Number:</td>
<td></td>
</tr>
<tr>
<td>Line Manager:</td>
<td></td>
</tr>
</tbody>
</table>

**Near Miss Details**

<table>
<thead>
<tr>
<th>Date of Near Miss:</th>
<th>Weather Conditions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location Name:</td>
<td>Light Conditions</td>
</tr>
<tr>
<td>Time:</td>
<td>Cost Centre Location:</td>
</tr>
</tbody>
</table>

**Type of Near miss:** If something happens which does not result in a reportable injury, but which clearly could have done.

#### In Danger of/from: -

- Contact with moving machinery or material being machined.
- Contact with a moving, flying or falling object.
- Contact with a moving vehicle
- Striking a fixed or stationary object
- Incident while handling lifting or carrying
- Incident caused by an animal.
- Slipping tripping or falling on the same level.
- Falling from height
- Entrapment by something collapsing or machine movement.
- Failure of equipment
- Failure of a structure
- Exposure to or contact with a harmful substance.
- Contact with electricity or an electrical discharge.
- Exposure to fire.
- Exposure to an explosion
- Drowning or asphyxiation
- Physical assault by another person
- another type of incident (please describe below)

#### Ideas to Eliminate The Issue:

#### What remedial action was taken immediately to prevent a recurrence:
11.6 Trade union Safety representative comment form available on AIRS

**UC1. TRADE UNION SAFETY REPRESENTATIVE COMMENT**

I have seen this report (the Investigation and Supporting Documents) and wish to make the following comments:

make comments here

Document the facts surrounding the incident and establish the causes of the accident.

Check the relevant safety records: risk assessment, training certificates, protective clothing, issue of AFAG Guides and Checklists, FE Safety Standards etc.

Highlight any technical aspects to the incident and any special circumstances to your workplace

| Name and Grade | Date |