FIGURE 1 - ACCIDENT REPORTING PROCEDURES FOR DEATH/MAJOR INJURIES TO STAFF

Death/Major Injury



Report to Service Director / H&S Co-ordinator immediately



Report to Health & Safety Manager immediately on 01387 260193, or via Care Call (260000) after 1700 hours and weekends



Inform the HSE Incident Contact Centre (Office hours 0830 – 1700 hours - Mon – Fri)
Telephone - 0345 300 99 23

Telephone the HSE Duty Officer on 0151 922 9235 (out with the above times)



If not done so over the phone (during the above call) submit F2508 to HSE within 15 days by following the instructions in the link below:

http://www.hse.gov.uk/riddor/report.htm



Complete Council Employee Accident/Incident Report Form and commence investigation (Ensure all Sections are signed and dated)



Complete Serious Accident investigation report <u>Accident Investigation Template</u> with assistance from the Health and Safety Support Officers and/or Corporate Health and Safety Advisors (Ensure signed and dated)



DOCUMENTATION

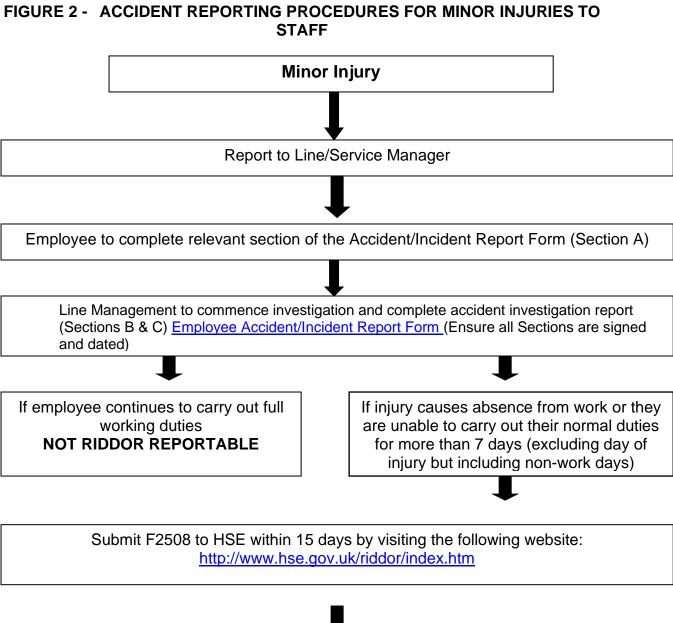
- Original + supportive evidence to remain on site in secure location after quality check.
- Copies of all documentation to be sent to relevant iTrent Administrator for inclusion on iTrent Accident
 Database. Thereafter the record should be annotated with input date verifying it has been recorded before
 being forwarded to the Health & Safety Support Officers by e-mail at CYPLL Health and Safety CYPLLHealth and Safety @dumgal.gov.uk>



Initiate action immediately to prevent recurrence



MONITOR & REVIEW





DOCUMENTATION

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Initiate action to prevent recurrence



MONITOR & REVIEW

FIGURE 3 – ACCIDENT REPORTING FOR MEMBERS OF THE PUBLIC

