

16 Accident / Incident Reporting and Investigation

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Introduction

1. This chapter sets out the procedural requirement and guidance for the reporting and recording of all accidents and incidents (including fires and environmental incidents, near misses and occupational ill health), driven by Statutory requirements under the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR), Merchant Shipping (Accident Reporting and Investigation) Regulations. It also amplifies the requirements of DSA01-2-10 in setting up and conducting accident / incident investigations.

2. Where reference is made to Health and Safety Executive (HSE) requirements, the equivalent Marine Accident Investigation Branch (MAIB) or other dedicated civil investigation branches requirements shall apply as appropriate.

3. RIDDOR requires the reporting of specified dangerous occurrences, ill health and accidents within Great Britain (GB) to the HSE within defined timescales. A death, specified injury¹ or dangerous occurrence to a civilian must be reported to the HSE as soon as possible and any work-related injury resulting in over 7 consecutive days incapacitation must be reported within 15 days of the accident occurring / diagnosis. Although not reportable to HSE, it is still a legal requirement to keep a record of any work-related injury resulting in over 3 consecutive days incapacitation². Equivalent local reporting procedures must be followed when working in Northern Ireland and overseas.

¹See paragraph 37

² Incapacitation means that the person is absent or is unable to do work that they would reasonably be expected to do as part of their normal work duties.

4. With the exception of United States Visiting Forces (USVF) personnel on USVF bases and Atomic Weapon Establishment (AWE) personnel on AWE sites, all accidents / incidents relating to Defence personnel, visitors, premises, estate or equipment, of which the MOD exercises an element of control or for which MOD may be otherwise culpable shall be recorded, reported and investigated. The reporting of injury, disease, dangerous occurrences or environmental incidents to civilians must comply with the requirements of RIDDOR, Merchant Shipping Acts (MSA) and the Environmental Damage (Prevention and Remediation) Regulations (England and Wales), Environmental Liability (Scotland) Regulations. The reporting of serious injury, or fatalities to military personnel must comply with the requirements of Service Inquiries³.

5. The Management of Health and Safety at Work Regulation places a general duty on employers to record and investigate the immediate and underlying causes of all accidents / incidents to ensure that remedial action is taken, lessons are learned, and longer-term objectives are introduced. The investigation of all accidents and incidents should be proportional to the severity or potential severity unless specific legislation or Defence policy dictates a more stringent approach.

6. The Defence Board require information regarding accidents and incidents across Defence to support the analysis and identification of trends. The necessary 'Minimum Data' to support this requirement is specified by Director Health Safety and Environmental Protection (HS&EP) with advice from the Defence Safety Authority (DSA). Policy will be reviewed periodically in consultation with TLBs and Defence Statistics to ensure it continues to meet the needs of Defence.

7. Although Service personnel are disappplied under RIDDOR, the reporting of all deaths; reportable diseases; or dangerous occurrences, involving Service personnel or civilians or contractors shall be reported through TLB Reporting systems.

Roles and Responsibilities

Top Level Budget (TLB) Holders / Trading Fund Agency (TFA) Chief Executives

8. TLBs / TFAs shall ensure that the reporting systems in place are suitable and have adequate resources available for reporting and recording of all accidents / incidents, fires, near misses, diseases and dangerous occurrences on internal systems and appropriate statutory authorities e.g. HSE, Environment Agency (EA). The reporting and recording process should enable the recording of any accident that has caused personal injury. This may include the setting up of an Incident Notification Cell (INC) or equivalent information system, to centrally record all TLB / TFA accidents / incidents reported by any individual (or any other person acting on their behalf, including managers) to be able report and record lessons.

9. TLB accident and incident recording procedures shall capture the accident or incident information containing at least the 'Minimum Data' table (Annex B) in a format that ensures such data can easily and reliably be extracted. These procedures shall ensure that any serious safety related accident resulting in loss of

³ Armed Forces (Service Inquiries) 2008 Regulations and according to the DSA Charter

life, or any safety or environmental incident that is likely to attract significant public or media interest is immediately notified to the Deputy Chief of Defence Staff Duty Officer (DCDSDO) and the DAIB.

10. TLBs / TFAs shall ensure that suitable arrangements are in place and provide sufficient resources for the investigation of accidents and incidents and any subsequent formal inquiry and the co-operation with:

- a. other TLB / TFA formal inquiries; and
- b. independent inquiries and investigations by external organisations (e.g. HSE / EA).

11. TLBs / TFAs should ensure that appropriate corrective actions identified in accident / incident investigations are implemented, monitored and reviewed.

12. All work-related fatalities to any person (Service or civilian) on the Defence estate (UK or overseas) or as a result of Defence activities shall be reported to the Secretary of State (SofS) as soon as possible.

13. Any lessons learnt from accidents and incidents or dangerous occurrences investigations that may have wider safety or health implications across the MOD should be shared across the department as part of a lessons learnt programme.

Commanding Officer (CO) / Head of Establishment (HoE)

14. The CO / HoE should ensure the local procedures for their area of responsibility are implemented in compliance with the requirements of the TLB / TFA / regulator for the reporting and recording of all accidents / incidents, diseases and dangerous occurrences. These procedures should include, as appropriate, the reporting of accidents and incidents to the command / ship / establishment, the TLB / TFA Safety Centre / Chief Environment and Safety Officer (SC / CESO), local TU or Representative of Employee Safety, and (where this function is not covered by the TLB / TFA Incident Notification Cell) the relevant Statutory authority (HSE, Environment Agency, etc.).

15. The local procedures should signpost how all accidents and incidents and dangerous occurrences will be investigated. Where any lessons are learnt, appropriate corrective action shall be taken. The CO / HoE shall ensure that support is given to any formal inquiry convened on direction from the relevant TLB / TFA SC / CESO organisation as appropriate for any specified injury, accident / incident and dangerous occurrence (as defined in Annex A). For any other category of accident / incident the convening of a formal inquiry is at the discretion of the CO / HoE.

16. All major accidents / incidents which may have been the result of health and safety failures should be reported to the TLB / TFA SC / CESO organisation and fatalities reported immediately to the DCDSDO. The CO / HoE may appoint a designated officer for the reporting of estate related accidents / incidents (spills, RIDDOR specified injuries, dangerous occurrences, etc.) in accordance with TLB / TFA reporting requirements; and ensure that managers understand the procedures for the reporting of all other accidents / incidents.

17. Notwithstanding any TLB / TFA specific reporting requirements, the CO / HoE should ensure that any outbreak of fire on the Defence estate under their control is reported to the Defence Fire Safety Regulator (DFSR) who will take the lead for any subsequent investigation by MOD.

18. Where lessons are learnt, the CO / HoE should report these findings to the relevant TLB / TFA SC / CESO organisation and ensure that the appropriate corrective action is taken, and that the effectiveness of new / revised control measures are monitored.

Manager

19. Managers should ensure that all accidents / incidents, near misses, work related diseases and dangerous occurrences involving Defence personnel or visitors under their control are reported in accordance with TLB reporting requirements and brought to the attention of the command / establishment nominated responsible person.

20. All work related (non-combat) fatalities to Defence personnel (Service or civilian) or any person on MOD premises, within GB should be reported to the HSE and DCDSO immediately. Unless local procedures dictate otherwise, the manager responsible for the activity or facility should report RIDDOR accidents and incidents to the HSE using the HSE online report form, and for reporting fatal and specified injuries, by telephone on 0845 300 9923 (Monday to Friday 8.30 am to 5 pm). Equivalent local reporting procedures must be followed when working in Northern Ireland and overseas.

21. All accidents and incidents involving Defence personnel (Service or civilian), should be reported by their manager (where this is not possible, this responsibility passes up the Chain of Command / reporting chain) to the injured persons employing TLB / TFA. If a member of civilian staff dies in service or are incapacitated due to work (see People Services "Line Managers Tool Kit"), the manager should also inform the Occupational Welfare Service.

22. Accidents and incidents involving contractors, sub-contractors and others (non-MOD), permanent or visiting a MOD unit or establishment should be reported by their MOD host to the 'hosts' TLB / TFA. This does not preclude the need for contractors to report the accident or incident to their respective employers.

23. Where appropriate unless already under the control of the Ministry of Defence Police (MDP), civilian Police, HSE, DFSR or Local Authority Fire Service, the manager responsible for the activity / facility should ensure that the scene of an accident / incident is made safe and that for any specified accidents / incidents (Annex A); that all reasonable steps are taken to secure / quarantine the scene of the accident or incident and any equipment or vehicles etc to preserve evidence.

24. Managers should investigate all accidents and incidents and produce reports appropriate to the level of investigation (see Annex C). The investigating manager may call upon the assistance of competent persons, the site Safety Adviser or TLB / TFA SC / CESO organisation as appropriate.

25. The manager responsible for the activity or facility should take reasonable steps to notify the Trade Union / Representative of Employee Safety of any accident or incident reported to them and ensure that they are able to carry out their legal right to inspect the workplace following any notifiable accident, dangerous occurrence or report of work related disease. Managers should wherever possible accommodate any request by a Trade Union or Representative of Employee Safety to be included in an investigation into an accident or incident.

26. Where lessons are learnt, managers should ensure that appropriate corrective action is taken, risk assessments updated and monitor the effectiveness of new or revised control measures and that all stakeholders are made aware of changes to existing management systems or processes.

All Personnel

27. Personnel should report all accidents / incidents or near misses to their manager and any other persons as directed in accordance with TLB / TFA and local reporting requirements; and co-operate fully with any investigation or formal inquiry.

28. Unless required to remove an individual from potential or further harm, the scene of an accident or incident should not be interfered with until advised otherwise by the manager or other person of authority (HSE Inspector, etc.).

29. All personnel have a Statutory duty to report any work situation which represents a risk of serious or imminent danger to health and safety without delay, or where there are shortcomings in the protection arrangements for health and safety; this should be through their Chain of Command / reporting chain and include the local Safety Adviser where appropriate.

Trades Union Safety Representative / Representative of Employee Safety

30. Trade Union Safety Representatives may (at their discretion) exercise their legal right under the Safety Representatives and Safety Committees Regulations to inspect the workplace following any notifiable accident, dangerous occurrence or disease and are encouraged to do so (MOD policy is that Trade Union Safety Representatives may inspect the workplace after any accident or incident not just those that are notifiable) and may request to participate in joint investigations.

31. Taking confidentiality into account, access to accident / incident information may be obtained, in the first instance, through the command / establishment nominated responsible person or where this information is not held locally through the relevant TLB / TFA SC / CESO organisation.

Investigations

32. In the event of any investigation by an independent authority (HSE, Police, etc.), personnel involved (including witnesses etc) who are required to be interviewed, provide statements or are under caution from the investigating authority,

shall be excluded from any internal investigation or inquiry until approval has been given by the independent investigating authority.

33. Investigation and subsequent reporting should be proportional to the severity / potential severity of the incident and must be determined by an assessment of the risks involved not just the specific outcome. Investigations may range from short interviews with the individuals concerned, to formal inquiries.

34. Formal MOD Inquiries⁴ may take the form of a Service Inquiry or Board of Inquiry. Service Inquiries should be conducted in accordance with DSA01.2 Chapter 10 and JSP 832, and in compliance with the Armed Forces (Service Inquiries) Regulations 2008; this may involve Service and civilian personnel. The principles of JSP 832 should be applied to civilian Boards of Inquiry.

35. Unless a more appropriate process exists on a high-hazard site or capability, accident and incident investigations should follow the HSE guidance set out in HSG245 and staffed at a level appropriate to the severity or potential severity of the accident or incident supported by subject matter experts as appropriate.

36. In some instances, it will be appropriate for additional detailed technical accident / incident investigations independent of the formal inquiry and independent of the operators and in some instances independent of the regulators to be conducted. The reporting requirements for additional investigations should be clearly defined.

37. Serious and specified injury accidents and incidents, and dangerous occurrences (see Annex A) should be formally reported (see Annex C for recommended format / content).

38. The table below (table.1) shows the type of report, lead responsibility, and minimum circulation.

⁴ DG-DSA is the primary convening authority for all safety related Service Inquiries across all Domains – See DSA Safety Charter

Accident / Incident Potential	Responsibility	Investigation / Report	Reported to
Minor injury accident or incident; or Near miss Accident or incident	Line Manager	Informal - verbal, e-mail or written	Local safety adviser
Serious injury accident or incident	Line Manager	Formal written report	CO / HoE and Local safety adviser
Major or Specified injury accident or incident; or Dangerous occurrence	CO / HoE nominated responsible person	Formal Inquiry (BOI / SI)	DSA and TLBH copy to CO / HoE and TLB Safety Centre / CESO
Fatality	DSA or TLBH nominated responsible person	Formal Inquiry (BOI / SI)	DSA and TLBH copy to CO / HoE and TLB Safety Centre / CESO

39. Lessons learnt from accident / incident investigations and formal inquiries should be copied to the TLB / TFA SC / CESO and the wider Defence safety community. They should identify safety and environmental lessons that when published to the wider community will contribute to the development of safe operation across Defence. In this context a lesson is defined as:

- a. an experience, example or observation that imparts beneficial new knowledge or wisdom; and / or
- b. it is something that can be analysed to produce recommendations and / or actions.

Immediate Notification

40. Accidents and incidents likely to attract external authority or public attention require additional immediate notification procedures to be actioned. As a minimum the following accidents and incidents should be reported to the TLB / TFA SC / CESO:

- a. fatality;
- b. a specified injury or condition to a person that would be reportable under RIDDOR whether in the UK or abroad;
- c. injury to a member of the public requiring immediate hospital treatment;
- d. a RIDDOR defined dangerous occurrence whether in the UK or abroad;
- e. malfunction, failure or contamination of an item of equipment, that has or could have caused injury; and likely to require a review of:

- (1) the design;
- (2) manufacturing process;
- (3) operational requirement;
- (4) maintenance; and
- (5) operator guidance or standard operating procedures.

41. Additional requirements for accident and incident immediate notification may be required by each Service, the details of which will be contained in Single Service procedures.

Retention of Records

42. All records including the Unit / Establishment Register, Risk Assessments, etc should be kept in accordance with JSP 375 Volume 1, Chapter 39.

Related Documents

43. The following documents should be consulted in conjunction with this chapter:

- a. JSP 375 Volume 1;
 - (1) Chapter 39 - Retention of Records.
- b. Other MOD Publications;
 - (1) DSA01.1 – Defence Policy for Health, Safety and Environmental Protection;
 - (2) DSA01.2 Chapter 2 – Requirement for Safety and Environmental Management Systems in Defence;
 - (3) DSA01.2 Chapter 10 – Service Inquiries;
 - (4) Defence Safety Authority Charter;
 - (5) General Agreement on Health and Safety between MOD and Health and Safety Executive (HSE);
 - (6) General Agreement on Health and Safety between MOD and Health and Safety Executive (Northern Ireland) HSE(NI);
 - (7) JSP 317 – Safety Regulations for the Storage and Handling of Fuels and Lubricants;
 - (8) JSP 418 – Management of Environmental Protection in Defence;

- (9) DSA02-DFSR- Defence Fire Regulations and JSP 426 – MOD Fire Safety Manual;
 - (10) DSA02-DMR- Maritime Regulations;
 - (11) JSP 471 – Defence Nuclear Emergency Response;
 - (12) DSA02-OME Defence Ordnance, Munitions and Explosives Regulations.
 - (13) DSA02-MRP-2000 Series – Flying Regulations;
 - (14) DSA02-DLSR – Defence Movements and Transport Regulations and JSP 800 Guidance;
 - (15) JSP 832 – Guide to Service Inquiries; and
 - (16) JSP 862 – MOD Maritime Explosive Regulations.
- c. Legislation and Guidance;
- (1) [Legislation – Gov.uk -Health and Safety at Work etc Act;](#)
 - (2) [Legislation – Gov.uk - Management of Health and Safety Regulations;](#)
 - (3) [Legislation – Gov.uk - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\);](#)
 - (4) [Gov.uk - MGN 564 – marine casualty and marine incident reporting;](#)
 - (5) [Legislation – Gov.uk -Merchant Shipping \(Accident Reporting and Investigation\) Regulations;](#)
 - (6) [Legislation – Gov.uk - Environmental Damage \(Prevention and Remediation\) Regulations;](#)
 - (7) [Legislation – Scot.Gov -Environmental Liability \(Scotland\) Regulations;](#)
 - (8) [HSE- INDG 232 – A Guide to the Safety Representatives and Safety Committees Regulations and The Health and Safety \(Consultation with Employees\) Regulations;](#)
 - (9) [HSE – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) Web Page;](#)
 - (10) [HSE INDG 453 - A guide to Reporting of Accidents and Incidents at Work;](#)
 - (11) [HSE HSG 245 – Investigating Accidents and Incidents;](#)

- (12) [HSE - HSG 48 – Reducing Error and Influencing Behaviour;](#) and
- (13) [HSE L148 – ACOP -Safety in Docks Regulations.](#)

MOD Accident / Incident Definitions

See local definitions for Northern Ireland and Overseas reporting procedures

Minor injury accident or incident	<p>Any injury, accident or incident that results in:</p> <ol style="list-style-type: none"> 1) Up to seven days lost time and is not reportable under RIDDOR or causes minor damage. 2) Mild heat illness (heat illness not requiring admission to hospital).
Serious injury, accident or incident	<p>Any injury, accident or incident that results in:</p> <ol style="list-style-type: none"> 1) More than seven days lost time (or unable to perform full range of duties) requiring medical treatment but not admission to hospital. 2) Requiring a formal report to the HSE under RIDDOR and is not a specified injury, accident or incident; or dangerous occurrence. 3) Failure or corruption of safety measure or procedure (e.g. broken or damaged device). 4) Localised spillage or leak of pollutant e.g. short-term damage to flora and fauna (see JSP 418). 5) Moderate heat illness (heat illness requiring admission to hospital).
Specified Injuries	<p>Any injury, accident or incident that results in:</p> <ol style="list-style-type: none"> 1) A fracture, other than to fingers, thumbs and toes. 2) Amputation of an arm, hand, finger, thumb, leg, foot or toe. 3) Permanent loss of sight or reduction of sight. 4) Crush injuries leading to internal organ damage. 5) Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs). 6) Scalpings (separation of the skin from the head) which requires hospital treatment. 7) Unconsciousness caused by head injury or asphyxia. 8) Severe heat illness (heat illness requiring admission to intensive care). 9) Any other injury which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.
Death	<p>Any accident or incident that results in a fatality.</p>

Dangerous occurrences	<p>Any incident that results in:</p> <ol style="list-style-type: none"> 1) The failure of any load-bearing part of any: <ol style="list-style-type: none"> a. Lifting machinery etc.; b. Freight containers. 2) Any failure which has the potential to cause the death of any person relating to: <ol style="list-style-type: none"> a. Pressure systems; b. Electrical equipment or distribution systems. 3) Any accident or incident which resulted or could have resulted in the release or escape of a biological agent likely to cause severe human infection or illness. 4) Any unintentional fire, explosion or ignition involving explosives; or the unintentional discharge of a weapon. 5) Any incident in which breathing apparatus malfunctions while in use, or during testing immediately prior to use. 6) The complete or partial collapse of any scaffold which is more than 5 metres in height or erected over or adjacent to water. 7) The accidental release or escape of any substance in a quantity sufficient to cause the death, major injury or any other damage to the health of any person. 8) An explosion or fire occurring in any plant or premises which results in the stoppage of that plant or as the case may be the suspension of normal work in those premises for more than 24 hours, where the explosion or fire was due to the ignition of any material. 9) Total loss of system or facility for 24 hours or greater. <p>THIS IS NOT A DEFINITIVE LIST – FOR FULL DETAILS OF DANGEROUS OCCURRENCES PLEASE REFER TO: HSE Reportable Incidents Web-Page</p>
Near miss	<p>An event that, while not causing harm, had the potential to cause injury, ill health or damage but not a RIDDOR reportable Dangerous Occurrence.</p>
Diseases	<p>Diseases reportable to the HSE under RIDDOR include:</p> <ol style="list-style-type: none"> a. Carpel tunnel syndrome b. Severe cramp of the hand or forearm c. Occupational dermatitis d. Hand-arm vibration syndrome e. Occupational asthma f. Tendonitis or tenosynovitis of the hand or forearm

Minimum Data

Incident Details	
Fields	Values of fields
Incident ID	
Incident Date	dd/mm/yyyy
TLB	Employing TLB
Establishment	Free text but to include name of MOD establishment where incident occurred. If the incident occurred outside of a MOD establishment then please provide details such as 'Public Place', 'Private accommodation', 'road name', 'address (incl Post Code)', 'Other'
Location Country	UK, Cyprus, Germany, Gibraltar, Falklands, Afghanistan, Other [Please Specify]
Location type	<p>Aircraft</p> <p>Airfield - internal (hangar / HAS / Bay) and external (Dispersal / runway / taxiway)</p> <p>Construction Site</p> <p>Dock / Wharf / Jetty</p> <p>Educational Establishment</p> <p>Fire / Explosives Area (Designated)</p> <p>Fuels / gases area</p> <p>Home Working</p> <p>Industrial Place - Motor Transport facility</p> <p>Industrial Place - Other</p> <p>Industrial Place - Plant Room / Workshop</p> <p>Medical Facility inc. Hospital, Medical Centre etc</p> <p>Non-MOD Controlled Area – Visiting Forces / Contractor / PFI / PPP / Tenant</p> <p>Office (Admin. place or premises)</p> <p>Office Kitchen</p> <p>Professional Food Area (Preparation / Eating)</p> <p>Public Domain inc. buildings / museums / transport / open countryside</p> <p>Quarters / Barracks / Accommodation blocks</p> <p>Radioactive Area (Designated)</p> <p>Railway Lines</p> <p>Sanitary Facilities</p>

	<p>Ship</p> <p>Sport Facility including outside facilities</p> <p>Street / Highway on MOD Property including associated paths, car parks</p> <p>Training Areas (Practical) including Firing Range</p>
Accident or incident type	<p>Injury,</p> <p>Ill health including work-related diseases,</p> <p>Equipment Failure,</p> <p>Near Miss,</p> <p>Dangerous occurrence</p> <p>Environmental</p>
Activity	<p>Action of contractors / tenants / non-MOD parties</p> <p>Adventurous Training</p> <p>Construction / Infrastructure Maintenance</p> <p>Cleaning Work</p> <p>Diving</p> <p>Equipment maintenance including military vehicles / aircraft</p> <p>Industrial work including working with mobile plant / machinery</p> <p>Industrial work including storage, handling or movement of hazardous substances and waste</p> <p>Live Firing on Exercises</p> <p>Military Operations</p> <p>Office Work</p> <p>Professional Food preparation / catering</p> <p>Security work (gate duty, patrols, etc.),</p> <p>Sport (official i.e. sanctioned or sponsored by MOD),</p> <p>Sport (recreational i.e. sporting activities in own time)</p> <p>Training (Civilian)</p> <p>Training (Military including recruiting and selection activities)</p> <p>Travelling including walking</p> <p>Working at Height / Climbing</p> <p>Workplace Transport / Vehicles including aircraft</p> <p>Workshop - including use of hand tools / equipment / machinery / plant</p> <p>Travelling in a vehicle</p> <p>Lifting, carrying, moving, lowering, pushing or pulling a load</p>

Accident type	<p>Acts of Violence</p> <p>Contact with electricity or electrical discharge</p> <p>Contact with moving machinery</p> <p>Contact with buried services</p> <p>Drowning or asphyxiation</p> <p>Equipment Failure / Defect</p> <p>Exposure to an explosion</p> <p>Exposure to excessive heat / cold (climatic injuries)</p> <p>Exposure to fire</p> <p>Exposure to psycho-social hazards (stress etc.)</p> <p>Exposure to, or contact with, a harmful substance (including biological hazards)</p> <p>Fall overboard</p> <p>Falls from a height</p> <p>Injured by an animal</p> <ul style="list-style-type: none"> a. Working Animal b. Pet Animal c. Other Animal <p>Injured while handling, lifting or carrying</p> <p>Medical condition including work related disease (Carpel Tunnel Syndrome, Tendonitis / Tenosynovitis, Occupational Dermatitis, Occupational Asthma (list not exhaustive))</p> <p>RTC</p> <p>Slip / trip / fall</p> <p>Strike against something fixed or stationary</p> <p>Struck by moving vehicle</p> <p>Struck by moving, including flying / falling object</p> <p>Trapped by something collapsing / overturning</p> <p>Unintentional exposure to noise, vibration, physical shock or pressure</p>
Environmental Incident type	<p>Tier 1 spill - Clean up yourself with locally held resources to contain. Addressed by reporting Unit / Establishment spill management team.</p> <p>Tier 2 spill - Clean up requires other units, national or regional response teams with specialised knowledge to intervene.</p> <p>Tier 3 spill - Catastrophic incident requiring extensive external support and large-scale resource response (usually national or international co-operatives).</p> <p>Additional categories to be introduced at the next review.</p>

Incident Summary	Free text, 'How', 'What', 'Where' and 'Why'	
Date recorded on TLB database		
Injury Details		
Fields	Values of fields	
Injury Severity	Fatality	
	Major	<p>Any injury, accident or incident that results in:</p> <ol style="list-style-type: none"> 1) Severe injuries resulting in long-term illness or disability. 2) Fracture, other than to fingers, thumbs and toes. 3) Amputation. 4) Dislocation of the shoulder, hip, knee or spine. 5) Loss of sight (temporary or permanent). 6) Chemical or hot metal burn to the eye or any penetrating injury to the eye. 7) Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours. 8) Any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours. 9) Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent. 10) Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin. 11) Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material. 12) Any spill or release requiring external assistance or immediate notification with the potential to cause harm to persons or the environment.
	Specified Injuries	<ol style="list-style-type: none"> 1) A fracture, other than to fingers, thumbs and toes. 2) Amputation of an arm, hand, finger, thumb, leg, foot or toe. 3) Permanent loss of sight or reduction of sight. 4) Crush injuries leading to internal organ damage. 5) Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs).

	<ul style="list-style-type: none"> 6) Scalpings (separation of the skin from the head) which requires hospital treatment. 7) Unconsciousness caused by head injury or asphyxia. 8) Severe heat illness (heat illness requiring admission to intensive care). 9) Any other injury which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.
Serious	<p>Any injury, accident or incident, not covered by Fatality or Specified injuries, that results in:</p> <ul style="list-style-type: none"> 1) A formal report to the HSE under RIDDOR .e.g. <ul style="list-style-type: none"> a. Dangerous Occurrence b. Reportable Occupational Disease c. More than seven days lost time (or unable to perform full range of duties) requiring medical treatment but not admission to hospital. 2) Failure or corruption of safety measure or procedure (e.g. broken or damaged device) 3) Localised spillage or leak of pollutant e.g. short-term damage to flora and fauna. (see JSP 418)
Minor	<p>Any injury, accident or incident that results in up to seven days lost time or causes minor damage. This includes over 3-day injuries which are required to be recorded but not reported under RIDDOR</p>
Injury type	<p>Abrasion / bruise / swelling</p> <p>Amputation</p> <p>Allergic Reaction</p> <p>Burns</p> <p>Cold injuries</p> <p>Concussion and internal injuries</p> <p>Cut, lacerations and open wounds (including bites and stings)</p> <p>Dislocation</p> <p>Fracture</p> <p>Hearing impairment</p> <p>Heat Injuries</p> <p>Injuries not elsewhere classified</p> <p>Injuries not known</p> <p>Loss of consciousness</p> <p>Mental ill-health (stress / anxiety / etc.)</p> <p>Multiple injuries</p> <p>Other injuries caused by contact with electricity</p>

	Pain Poisonings and gassings Sprains and strains Superficial injuries Visual impairment (temporary or permanent)
	Work-related ill health / Disease <ul style="list-style-type: none"> a. Carpel tunnel syndrome b. Severe cramp of the hand or forearm c. Occupational dermatitis d. Hand-arm vibration syndrome e. Occupational asthma f. Tendonitis or tenosynovitis of the hand or forearm g. Any occupational cancer h. Any disease attributed to an occupational exposure to a biological agent i. Other
Part of Body	Arm / elbow / wrist / hand Back Ear / Hearing Eye / Sight Fingers / thumbs / toes Head / face / neck / nose / mouth Injuries to multiple body parts Internal organs Leg / hip / knee / ankle / foot Mental State No visible sign Stomach / abdomen / groin / buttocks Trunk / chest / ribs / shoulder
Time lost	Over 7 days lost 4 to 7 days lost 1 to 3 days lost No lost time
RIDDOR Reported	YES / NO

RIDDOR Reference	
Injured Person Details	
Fields	Values of fields
Service / Civilian	Service - Royal Navy, Royal Marine, Army, RAF, RFA, MOD civilian, Other civilian
Service / Civilian detail	Regular, Reservist, Cadet, Industrial, Non-Industrial, Contractor , Locally Employed Civilian, Other
Rank / Grade	List of validated ranks / grades
Service / Staff number	Where applicable - must be validated
Surname	Free text

Annex C: Investigation report format

Guidance only

(The length and detail contained within a report will depend on the severity of the incident.)

Title

Introduction

1. Description of the accident / incident, including the place, time of day and conditions. The following sentence should always conclude the introduction:
2. "It is not the function of the investigation or inquiry to apportion blame or recommend disciplinary action."

Details of the event

3. This shall include:
 - a. detailed description of the actions or conditions, which led directly to the event;
 - b. the nature of the outcome – e.g. injuries, or ill health to employees or other persons working on site; damage to property, process disruption; emissions to the environment; creation of hazards;
 - c. the direct causes of any injuries, ill health, the severity, and / or other loss;
 - d. the details of any third party involvement (contractors, visitors etc.);
 - e. the underlying root causes – e.g. failures in workplace precautions, training, experience, risk control systems or management arrangements; and
 - f. the immediate management response to the situation and its adequacy.

Conclusions

Recommendations

4. Detail the actions required to prevent a recurrence with responsibilities and targets for completion.

Annexes

5. Witness Statements;
6. Photographs and diagrams; and
7. Copy of the basic investigation report or accident report form.