



Animal &  
Plant Health  
Agency

Animal and Plant Health Agency  
Access to Information Team  
Weybourne Building  
Ground Floor  
Woodham Lane  
New Haw  
Addlestone  
Surrey  
KT15 3NB

T 01932 341111  
F 01932 357608

[www.gov.uk/apha](http://www.gov.uk/apha)

[REDACTED]  
{By Email}

Our Ref: ATIC0858

25 May 2016

Dear [REDACTED]

## PROVISION OF REQUESTED INFORMATION

Thank you for your request for information about RIDDOR incidents, which we received on 6 May 2016. Your request has been handled under the Freedom of Information Act 2000.

The information you requested and our response is detailed below:

“How many incidents in the last financial years (15/16) did you record under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR)?

For each of these incidents please provide me with any reports your agency holds in relation to the incidents accepting that personal details will have to be redacted to comply with S.40.

In addition please provide me with reports for incident no 770 referenced in a previous Fol request [Ref: ATIC0603].”

During the last financial year (2015/16) APHA reported three incidents to the HSE under RIDDOR Regulations.

Please see the attached Appendices, 1 to 8 which are the reports held in relation to these incidents.

Reports relating to RIDDOR incident reference 770 (ATIC0603), have been withheld as HSE investigations in relation to this are ongoing. There is no timescale for the HSE legal decision to be made so APHA are unaware when this will be concluded.

The reports have been withheld under s31(1)(g) referring to Law Enforcement which advises that any information is exempt if its disclosure would be likely to prejudice any public authority of carrying out its functions for any of the purposes specified in subsection (2).

The relevant functions in sub section 2 of this exemption are:

- a) the purpose of ascertaining whether any person has failed to comply with the law,
- b) the purpose of ascertaining whether any person is responsible for any conduct which is improper,
- c) the purpose of ascertaining whether circumstances which would justify regulatory action in pursuance of any enactment exist or may arise.

In applying this exemption we have had to balance the public interest in disclosing the information against the public interest in withholding it.

The public interest in the disclosure of the information is in providing transparency and openness in the Agency's procedures on power failure resulting in generator malfunction. The public interest in withholding the information arises from the fact that the HSE are conducting an investigation into the incident and whilst this continues, APHA have concluded that releasing information will disrupt that investigation and would be likely to prejudice the ability of the HSE to ascertain those references mentioned above in sub section 2 of the exemption. Therefore we have concluded the public interest in withholding this part of the information outweighs that in disclosure.

Information disclosed in response to this FOI request is releasable to the public. In keeping with the spirit and effect of the FOIA and the government's Transparency Agenda, this letter and the information disclosed to you may be placed on GOV.UK, together with any related information that will provide a key to its wider context. No information identifying you will be placed on the GOV.UK website.

I attach an Annex which explains the copyright that applies to the information being released to you and contact details should you be unhappy with the service you have received.

If you have any queries about this letter, please contact the Access to Information Team at the email address below or postal address at the top of this letter.

Yours sincerely

**ACCESS TO INFORMATION TEAM**

Email: [enquiries@apha.gsi.gov.uk](mailto:enquiries@apha.gsi.gov.uk)

## **Annex**

### **Copyright**

The information supplied to you is Crown copyright, unless otherwise stated, and is protected by the Copyright, Designs and Patents Act 1988. You are free to use it for your own purposes, and for the purposes of news reporting. You can find details on the arrangements for re-using Crown copyright information at:

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### **Complaints**

If you are unhappy with the result of your request for information you may request an internal review within 40 working days of the date of this letter.

If you wish to request an internal review, please contact: The Access to Information Team at [enquiries@apha.gsi.gov.uk](mailto:enquiries@apha.gsi.gov.uk) or at the postal address at the top of this letter, who will arrange for an internal review of your case.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. Please note that generally the Information Commissioner cannot make a decision unless you have first exhausted APHA's own complaints procedure. The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

## Report of an injury

Notification No	[REDACTED]	Date Submitted	18/11/2015 08:45:19
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## About you and your organisation

Notifier name	[REDACTED]		
Job title	H&S Adviser		
Organisation name	Animal & Plant Health Agency		
Address	APHA, Weybridge Woodham Lane New Haw ADDLESTONE Surrey KT15 3NB		
Phone no	01932 357750	Fax Number	
Email Address	[REDACTED]@apha.gsi.gov.uk		

## Where did the incident happen

Incident location	The incident happened at someone else's premises
Organisation Name	[REDACTED]
Address	[REDACTED]

## About the incident

Incident Date	30/10/2015	Incident Time	10:00
In which local authority did the incident occur (Country, Geographical Area and Local Authority)?			
England, Cornwall, Cornwall			
In which department or where on the premises did the incident happen?			
Farm yard			
What type of work was being carried out (generally the main business activity of the site)?			
Agriculture, Forestry, Fishing, Veterinary - Veterinary activities - Veterinary activities			

The enforcing authority for the address where the incident happened is HSE

## About the kind of accident

Kind of accident	Slip, trip, fall same level
Work process involved	Agricultural work, forestry, horticulture, fishing, work with animals
Main factor involved	Slip, stumble or fall
	AP arrived at the farm ans was walking down the

**What happened**

track, when ■ slipped on wet mud and polished stone. ■ fell and hit hip and forearm which jarred shoulder.

**About the injured person**

<b>Injured persons name</b>	████████████████		
<b>Injured persons address</b>	██ ██ ██ ██ ██ ██ ██ ██ ██ ██		
<b>Phone no</b>	████████████████	<b>What was their occupation or job title?</b>	Animal Officer
<b>Gender</b>	████	<b>Age</b>	██
<b>Work Status</b>	The injured person was one of my employees.		

**About the injured person's injuries**

<b>Severity of the injury</b>	Injury preventing the injured person from working for more than 7 days		
<b>Injuries</b>	Strains/sprains	<b>Part of the body affected</b>	Several upper limb locations

# Incident Report

Area: Service Delivery - Operations - South

Incident ID: [REDACTED]

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## Incident number

[REDACTED]

---

## Who is reporting

Full Name: [REDACTED]

Occupation:

Contact number:

Contact email address: [REDACTED]@apha.gsi.gov.uk

---

## What is being investigated?

What is being reported?

- Injury
- 

## About the incident

Date: 30 October 2015

Time: 10:00

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## Person harmed

Type	Employee	Home address
Full name	[REDACTED]	
Occupation		
Contact telephone number		
Activity being carried out	Field activities inc Inspectorates	

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## Incident area

Service Delivery - Operations - South

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## Location - Where did the incident occur?

Field

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### Line manager

Please select the appropriate line manager (eg of the person affected)

██████████

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### Type of Injury

Type of Incident Injury: Slip, trip and fall on level

Subtype of incident: Slip – wet conditions

Type of injury (please select at least one)

- Bruise
  - Sprain
  - Other
- 

### Injured body parts



- Right shoulder
  - Right fore arm
  - Waist
- 

### Face injuries

None selected

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### Hand injuries

None selected

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### Foot injuries

None selected

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### Type of Occupational ill-health / Stress incident

None selected

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### Type of disease

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### Treatment category

None selected

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## Type of Incident / Near Miss

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## Type of Hazard observation / improvement incident

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### Investigation level

Medium

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### Investigation team

Lead Investigator:

Investigation Team: None selected

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### Location of incident

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### Summary of incident

EARs 15-10-30-01584

Hi [REDACTED] – an incident for you to take forward please.....

[REDACTED], based at [REDACTED] (managed by [REDACTED])  
30/10/15, Accident with injury

Arrived at farm, walking down the track, slipped on wet mud and polished stone – fell and hit hip and forearm which jarred shoulder. First aid on site (farmers kitchen).

Returned to the office but was sent home – has not been to work since and is going to visit GP this afternoon.

---

### Incident investigation

Please note enclosed report (most accurate /signed copy SHWF018 01584A docx), GP issued a fit note to cover from 2/11/15 to 16/11/15.

[REDACTED] to visit [REDACTED] Hospital to have a precautionary x-ray on [REDACTED] right shoulder.

12/11. Further update email added to supportive evidence, basically fit note extended to 23/11/15, GP pleased with healing progress, [REDACTED]

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### RIDDOR Reporting

Check this box if the incident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)? Yes

Type of RIDDOR Accident + 7 days

---

### Root cause / contributory factors

Immediate cause: The place/premises/environmental conditions

Root cause(s) - Please do not select more than three:

- Environmental Factors - weather, road conditions
- 

### Error or Violation

Error or Violation: Error



Error:

Slip

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### Related actions

None

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### Recommendations

Returned to work on the 24/11/2015, everything OK, can close the incident.

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### Witness statements

There are currently no witness statements for this incident.

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### Lost time

First day of absence	Return to work	Calculated number of lost days
30 October 2015	24 November 2015	17*

Total lost days: 17\*

\* Calculated to date: 13 May 2016

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### Modified duties

This incident has not resulted in modified duties

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### Lessons learnt issues

Was there any lessons learnt issued?          None selected

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### Incident sharing

The person(s) involved in the incident has/have given their permission to share with the Trade Union: No

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### Related documents

Filename	Date uploaded
SHWF018 - 01584A docx.docx	12 May 2016

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### Investigation approver

██████████

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### Related incidents

Are there any related incidents?          No

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## Statement of Events

<b>Name:</b>	██████████
<b>Date of Incident:</b>	30/10/2015
<b>Investigator:</b>	██████████
<b>Incident Reference:</b>	██████████

### Statement of events / circumstances

Premises where incident took place;

██

Purpose of visit was to complete a TB DRF, purely an administrative exercise. AP (affected person) parked █ car adjacent to the cubicle shed. From here AP met and walked down towards the farmhouse with ██████████ approximately 100 yards. The lane/yard they walked down was constructed of hardcore / polished cobble effect / interlaced with mud and grass. The previous night it had rained heavily, ground partially covered by autumn fallen leaves. AP's assessment of the area looked to be sound and being escorted by ██████████ thought all would be satisfactory to walk down, wearing █ normal day shoes. AP and ██████████ were chatting as they were making their way to the farmhouse when AP slipped on a piece of mud falling to the ground, injuring █ right shoulder, hip and forearm, jarring █ shoulder in the process. (This shoulder has undergone surgery in the past).

AP cleaned █ self off in the farmhouse kitchen and went onto complete the TB DRF.

Upon returning to APHA ██████████ AP explained what had happened and the difficulty █ experienced in driving with a sore shoulder with restricted movement and was advised by █ line Manager ██████████ to go home and left at approximately 14:30hrs.

In the intervening time AP was off work (Mon – Fri) undertook some light exercises previously recommended by █ physio and self- medicated drugs (NSAIDs) █ had left over from a previous medical condition. AP visited █ GP on Friday 7/11/15 at 17:10. GP prescribe some more anti-inflammatory drugs, to continue with █ light exercising programme and visit ██████████ Hospital and have an x-ray taken of █ right shoulder to confirm that there is no other damage. GP issued a retrospective fit note 2/11/15 to 16/11/15. Subject to x-ray AP thinks █ will return to work on the 16/11/15.

<b>Date:</b>	10 <sup>th</sup> November 2015
<b>Signature</b>	██████████



# Health and Safety Executive: RIDDOR Report

Report Number: [REDACTED] Date Submitted: 01/12/2015 Current Authority: Yorks and North East - 15  
Leeds

## About you and your organisation:

Name: [REDACTED]  
 Job Title: Health and Safety Manager  
 Phone Number: 01932 357910  
 Organisation: Animal & Plant Health Agency  
 Address: Woodham Lane  
 New Haw  
 Town: ADDLESTONE  
 County: Surrey  
 Post Code: KT15 3NB  
 Fax Number:  
 E-Mail: [REDACTED]@apha.gov.uk  
 Did the incident happen at the above address? no  
 Which authority is responsible for monitoring H & S where the incident happened? HSE

## About where the incident happened:

Where did Incident happen: The incident happened at someone elses premises  
 Organisation: [REDACTED]  
 Address: [REDACTED]  
 Town: [REDACTED]  
 County: [REDACTED]  
 Post Code: [REDACTED]  
 Details of where (address unknown):

## About the incident

Incident date: 11/11/2015 Incident time: 11:00  
 Which LA did incident occur in?  
 Country: England Geographic Area: North Yorkshire Local Authority: Harrogate  
 In which department or where on premises did incident happen?  
 livestock handling area / foot trimming crush

## What type of work was being carried out?

Main Industry: Agriculture, Forestry, Fishing, Veterinary  
 Main Activity: Veterinary activities  
 Sub Activity: Veterinary activities

## About the kind of accident

Kind of accident that described incident: Another kind of accident  
 How high was fall? 0 metres  
 Work process involved: Agricultural work, forestry, horticulture, fishing, work with animals  
 Main factor involved: Other cause not listed above  
 Describe what happened:  
 AP cut [REDACTED] finger after applying a fair bit of pressure to the hoof knife trying to cut through the heel part of the hoof in a downward motion when the cow moved causing the knife to slip and cut AP's little finger on [REDACTED] left hand.

## About the injured person

Name: [REDACTED]  
[REDACTED]  
Address: [REDACTED]  
[REDACTED]  
Town: [REDACTED]  
County: [REDACTED]  
Post Code: [REDACTED]  
Phone Number:  
Gender: [REDACTED]  
Age: [REDACTED]

**Injured person's employment status**

What was the person's occupation or job title? **Animal Technician**  
What was the person's work status? **The injured person was one of my employees**  
Details if on training scheme / employed by someone else

**About the injured person's injuries**

Injured person's injuries: **Lacerations and open wounds**  
Part of body affected: **Finger or fingers**  
What was the severity of the injury? **Injury preventing the injured person from working for more than 7 days**

# Incident Report

**Area:** Scientific Services - SSSD (ASU, Quality, Bio Tech, Scientific Services Unit)

**Incident ID:** [REDACTED]

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**Incident number**

[REDACTED]

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**Who is reporting**

Full Name: [REDACTED]

Occupation: [REDACTED]

Contact number: [REDACTED] (private)

Contact email address: [REDACTED]@apha.gsi.gov.uk

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**What is being investigated?**

What is being reported?

- Injury
- 

**About the incident**

Date: 11 November 2015

Time: 11:00

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**Person harmed**

Type	Employee	Home address
Full name	[REDACTED]	
Occupation	AO ([REDACTED])	
Contact telephone number	[REDACTED]	
Activity being carried out	Field activities inc Inspectorates	

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**Incident area**

Scientific Services - SSSD (ASU, Quality, Bio Tech, Scientific Services Unit)

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**Location - Where did the incident occur?**

Field

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### Line manager

Please select the appropriate line manager (eg of the person affected)

██████████

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### Type of Injury

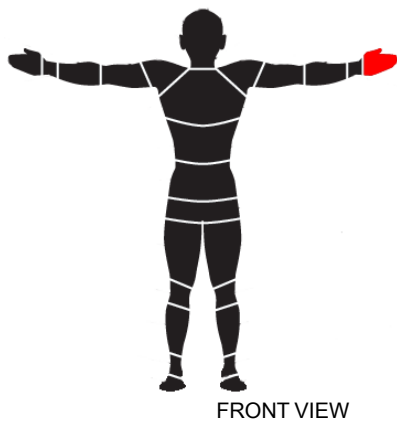
Type of Incident Injury: Sharps

Subtype of incident: Knife

Type of injury (please select at least one)

- Cut
- 

### Injured body parts



- Left hand
- 

### Face injuries

None selected

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### Hand injuries



LEFT HAND



RIGHT HAND

- Left little finger
- 

### Foot injuries

None selected

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### Type of Occupational ill-health / Stress incident

None selected

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### Type of disease

---

### Treatment category

Hospital - A&E

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### Type of Incident / Near Miss

---

### Type of Hazard observation / improvement incident

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### Investigation level

Medium

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### Investigation team

Lead Investigator:

Investigation Team: None selected

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### Location of incident

██

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### Summary of incident

HOOF TRIMMING TRAINING COURSE.  
AP cut █ finger after applying a fair bit of pressure to the hoof knife trying to cut through the heel part of the hoof in a downward motion when the cow moved causing the knife to slip and cut AP's little finger on █ left hand.

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### Incident investigation

Update, called AP 7/12/2015 injury healing well and physio team are pleased with the progress being made. Reminded AP to submit S of E for records, apparently going to look at statement tonight. Original copy sent to AP for review on 26/11/15.  
SofE lodged on file 21/12/15.  
06/01/2016 email received and loaded onto file request information so that █ may pursue a legal claim.  
13/01/2016 spoke to ██████████ Farm Supervisor █'s line manager, signed off for another 6 weeks, medical professionals having a job trying to get the finger to work properly.  
Emails received from ██████████ informing AP has returned to work 08/02/2016.  
16/03/2016 discussed with AP's new line manager (██████████████) how the AP is coping - very well. According to █ AP says from time to time that █ left hand may require more physio and may have a concern with driving. AP joined the poultry unit on the 08/02/2016. Now awaiting a return call from the AP today at 10:30. AP called back please note documents points for consideration below.

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### RIDDOR Reporting

Check this box if the incident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR): Yes

Type of RIDDOR Accident + 7 days

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### Root cause / contributory factors

Immediate cause: The process/procedures

Root cause(s) - Please do not select more than three:

- Animal Behaviour
- Inadequate supervision (person)
- Inadequate risk assessment – insufficient controls

### Error or Violation

Error or Violation: Error  
 Error: Slip

### Related actions

Action ID	Title	Owner	Allocated to user	Scheduled Date	Status
1983856	Occupational Health Referral	██████████	██████████	29 April 2016	Completed
1983872	DAW Policy Delivery to ASU staff	██████████	██████████	29 April 2016	Overdue

### Recommendations

AP thought it may be worth trying to use chain mail or kevlar gloves during cattle foot trimming procedures.

Possibility of Breach of Policy identified - Driving in excess of 12 hours, SHaW to deliver training.(delivered by ██████ 23/11/15 to K██████████ and ██████████; to inform ASU Staff).

Lack of H&S Information/Instruction and suitability of the holding - look more carefully into the choice of training provider, review there contract.with specific regards to H&S instruction.

AP may need to consider different duties.As of 08/02/2016 AP is working on the Poultry unit.

SHaW to deliver dynamic risk assessment training, this may have helped identify any issues

### Witness statements

Name	Date added
██████████	06 April 2016 - 15:34
██████████	06 April 2016 - 15:28
██████████	18 March 2016 - 11:56
██████████	21 December 2015 - 10:48

### Lost time

First day of absence	Return to work	Calculated number of lost days
12 November 2015	08 February 2016	62*

Total lost days: 62\*

\* Calculated to date: 13 May 2016

### Modified duties

This incident has not resulted in modified duties

### Lessons learnt issues

Was there any lessons learnt issued? None selected

### Incident sharing

The person(s) involved in the incident has/have given their permission to share with the Trade Union: Yes



#### Related documents

Filename	Date uploaded
██████████ - Request for advice ██████████.msg	06 January 2016
██████████.msg	08 February 2016
Points for consideration before considering closure of Incident ██████████.doc	16 March 2016
RE OFFICIAL SENSITIVE ██████████ 2 ccAppUpdate.msg	17 March 2016
Incident- Cow foot trimming.msg	17 March 2016
██████████.msg	17 March 2016
RE OFFICIAL - SENSITIVE Foot paring accident.msg	17 March 2016
RE OFFICIAL - SENSITIVE Foot paring accidentSCJB.msg	17 March 2016
RE OFFICIAL - SENSITIVEOcc.msg	17 March 2016
FW Foot trimming CourseLVI report.msg	17 March 2016
Foot Trimming Incident - Update FYI.msg	17 March 2016
RE OFFICIAL - SENSITIVE ██████████ Accident Request for more information.msg	17 March 2016
██████████ - Request for advice ██████████.msg	17 March 2016
RE OFFICIAL-SENSITIVE ██████████ IncidentLB.msg	17 March 2016
SHWF019 -SofE ██████████.docx	17 March 2016
RE Official - Sensitive ██████████ request for information to pursue an industrial injury claim.msg	17 March 2016
Re Official - Sensitive ██████████ request for information to pursue an industrial injury claim2.msg	17 March 2016
FW Industrial Injury guidance.msg	17 March 2016
FW OFFICIAL SENSITIVE ██████████ ccHealApp.msg	18 March 2016
RE Official SensitiveJM return.msg	18 March 2016
Protect staff - ██████████.msg	22 March 2016
FW Official Sensitive - ██████████.msg	07 April 2016

#### Investigation approver

██████████

#### Related incidents

Are there any related incidents?

No

## Statement of Events

<b>Name:</b>	██████████
<b>Date of Incident:</b>	11/11/2015
<b>Investigator:</b>	██████████
<b>Incident Reference:</b>	Not known as yet

### Statement of events / circumstances

Telephone interview took place at 13:00hrs on 16/11/2015.

██████████; Affected Person (AP).

Some background information:

Four members of the ASU Farm Staff attended a nationally recognised Foot Trimming Course (Dutch method), delivered and supervised by ██████████  
██████████ on behalf of ██████████  
██████████.

Monday 9<sup>th</sup> November 2015; All four attendees started work on their respective ASU farms at 07:30 hrs. They left for ██████████ between 11am and Midday arriving at ██████████ at 16:00hrs. They were booked into the ██████████ Hotel for two nights. They travelled up in an ASU Pool Car to ██████████. The other attendees that accompanied the AP were ██████████ and ██████████.

Tuesday 10<sup>th</sup> November 2015; Course started with a classroom theory session about the antimony of the cattle hoof followed by a practical session in the afternoon working on dead cattle hooves which were held in a vice. Students taught how to use and sharpen hoof knives and other associated tools. AP does not remember receiving any Health and Safety information/induction at this time.

Wednesday 11<sup>th</sup> November 2015 (day of incident); left ██████████ hotel at 8am arriving at ██████████, at 9am to undertake hoof trimming of dairy cattle.

The 4 ASU staff changed into personal protective equipment which consisted of: - wellingtons, neoprene waterproof clothing and surgical gloves, issued by the trainer. AP does not remember if ██████████ wore safety wellingtons. Neither, does ██████████ recall seeing a risk assessment for hoof trimming and was naïve to any risks associated with hoof trimming, therefore not aware of any controls. AP has attended an APHA Cattle Handling Event course.

There were two different types of foot trimming crushes in operation, one being new and an older one. AP was using the older crush, a mobile type, less robust than the new crush. This crush showed signs of being well used but was still in good working order. Basically the cattle were calm. Both crushes were placed in a barn with poor light and it was difficult /awkward to operate in and around both crushes in such close proximity to each other and the cattle handling race. Cattle entered the restraining crush from a side gate in the race. At 11am, AP cut ██████████ finger after applying a fair bit of pressure to

## Statement of Events

the hoof knife trying to cut through the heel part of the hoof in a downward motion when the cow moved causing the knife to slip and cut AP's little finger on his left hand. Immediately AP flushed the wound with copious amount of water. Wound was assessed and AP was escorted to the farmhouse for further wound flushing, antiseptic spray was applied to the wound and bandages applied. AP was given the option to carry on with the course which ■ declined as ■ could not move his finger. At 12 to 12:30 arrived at ■ Hospital Minor injuries unit where the wound was flushed again with a saline solution and bandaged. The nurse who attended the AP suggested that ■ go to ■ Hospital as ■ was concerned by the lack of movement in the finger and suggested that there might be tendon damage. AP thought that as the team were instructed to return to ASU Weybridge that night ■ would attend a local hospital in Surrey for further assessment. The team left ■ at 16:00hrs and returned to ASU Weybridge at 21:00hrs approximately, ■ drove the pool car back, non-stop to ASU Weybridge. (The other team members offered to share the driving but were declined).

A friend then drove the AP to ■ A & E in ■ at approximately 22:30hrs. Again the wound was assessed, flushed again with a saline solution and new bandages applied and given Penicillin based antibiotics. Arrangements made for the AP to meet a plastic surgeon. Left the hospital at 02:00hrs on Thursday 12<sup>th</sup> of November 2015.

An appointment was made for the AP to meet the plastic surgeon at ■ Hospital at 10:00hrs on Thursday the 12<sup>th</sup> of November. Upon a thorough investigation of the wound the surgeon confirmed that both tendons were damaged. A precautionary x-ray was also taken and confirmed that now further damage was sustained. The injured hand was placed into claw type cast to restrict movement.

An appointment for an operation was made for 07:00hrs on the 13<sup>th</sup> November 2015. This took approximately one hour and the AP was allowed home at approximately 13:00hrs on the 13<sup>th</sup>.

The surgeon issued a fit note for 6 weeks. Intensive physio will be required. There is a risk that the AP may not regain full movement of his little finger.

(After the accident, the lights were switched on in the shed where the AP had been foot trimming).

# Statement of Events

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<b>Date:</b>	
<b>Signature</b>	



## Report of an injury

Notification No	[REDACTED]	Date Submitted	29/02/2016 10:08:38
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## About you and your organisation

Notifier name	[REDACTED]		
Job title	Corporate Health and Safety Advisor		
Organisation name	Animal and Plant Health Agency		
Address	Weybourne Building Woodham Lane ADDLESTONE Surrey KT15 3NB		
Phone no	[REDACTED]	Fax Number	
Email Address	[REDACTED]@apha.gsi.gov.uk		

## Where did the incident happen

Incident location	The incident happened elsewhere in my organisation
Organisation Name	APHA
Address	[REDACTED]
Incident location details	The employee (who is registered disabled) was getting up from her desk and tripped over [REDACTED] own feet. In falling [REDACTED] bruised and injured her knee. On going to A&E [REDACTED] was treated for minor wounds but has been absent from work for over 7 days. There was no tripping hazard or anything untoward with the environment.

## About the incident

Incident Date	16/02/2016	Incident Time	11:30
In which local authority did the incident occur (Country, Geographical Area and Local Authority)?			
England, London, Hounslow			
In which department or where on the premises did the incident happen?			
Office			
What type of work was being carried out (generally the main business activity of the site)?			
Government administrative functions, Education, Health - Central/Local Gov. administration - Regulation business efficient ops			

The enforcing authority for the address where the incident happened is HSE

## About the kind of accident

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<b>Kind of accident</b>	Slip, trip, fall same level
<b>Work process involved</b>	Teaching, training, office work
<b>Main factor involved</b>	Slip, stumble or fall
<b>What happened</b>	The employee (who is disabled) fell over her own feet whilst getting up from her chair. She fell and banged her knee requiring some treatment and time off work

### About the injured person

<b>Injured persons name</b>	[REDACTED]		
<b>Injured persons address</b>	[REDACTED]		
<b>Phone no</b>	[REDACTED]	<b>What was their occupation or job title?</b>	Administration officer
<b>Gender</b>	[REDACTED]	<b>Age</b>	[REDACTED]
<b>Work Status</b>	The injured person was one of my employees.		

### About the injured person's injuries

<b>Severity of the injury</b>	Injury preventing the injured person from working for more than 7 days		
<b>Injuries</b>	Contusions and bruising	<b>Part of the body affected</b>	Lower limb

# Incident Report

Area: Plant Bee and Health - Plant Health and Seeds Inspectorate

Incident ID: [REDACTED]

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## Incident number

[REDACTED]

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## Who is reporting

Full Name: [REDACTED]

Occupation: Admin Officer

Contact number: [REDACTED]

Contact email address: [REDACTED]@apha.gsi.gov.uk

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## What is being investigated?

What is being reported?

- Injury
- 

## About the incident

Date: 16 February 2016

Time: 11:30

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## Person harmed

Type	Employee	Home address
Full name	[REDACTED]	
Occupation		
Contact telephone number	[REDACTED]	
Activity being carried out	Office/Admin	

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## Incident area

Plant Bee and Health - Plant Health and Seeds Inspectorate

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## Location - Where did the incident occur?

Office

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### Line manager

Please select the appropriate line manager (eg of the person affected)

██████████

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### Type of Injury

Type of Incident Injury: Slip, trip and fall on level

Subtype of incident: Trip - obstacle

Type of injury (please select at least one)

- Blister
  - Bruise
- 

### Injured body parts



- Right knee
- 

### Face injuries

None selected

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### Hand injuries

None selected

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### Foot injuries

None selected

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### Type of Occupational ill-health / Stress incident

None selected

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### Type of disease

N/A

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### Treatment category

Hospital - A&E

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### Type of Incident / Near Miss





## Recommendations

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### Witness statements

There are currently no witness statements for this incident.

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### Lost time

First day of absence	Return to work	Calculated number of lost days
17 February 2016	04 March 2016	12*

Total lost days: 12\*

\* Calculated to date: 13 May 2016

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### Modified duties

This incident has not resulted in modified duties

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### Lessons learnt issues

Was there any lessons learnt issued?                      None selected

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### Incident sharing

The person(s) involved in the incident has/have given their permission to share with the Trade Union: No

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### Related documents

Filename	Date uploaded
Over 7 day - PHSI - ██████████ - ref ██████████ .pdf	29 February 2016
PERSONAL PROTECT RIDDOR incident.msg	29 February 2016
Rivo Safeguard Action reminder - AS update.msg	11 March 2016
Rivo Safeguard Action reminder - update 27-04-16.msg	27 April 2016

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### Investigation approver

██████████

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### Related incidents

Are there any related incidents?

Please provide the related incident ID(s): 5080084, 4988465

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