






# Accident/Incident Reporting and Investigation Policy

## Version control

The version history must reflect the current status of a document, i.e., whether it is in its draft or approval status. The table shall reflect the date issued / approved, who by, the current version, and a brief statement outlining the amendments made.

Rev:	Status / amendments	By	Date
1_01	Draft created	C. Warden	06.10.2022
1_02	Amendments made following client's commented	C. Warden	09.11.2022
1_03	Amendments made following client's commented	A. MacDonald	13.06.2023
1_04	Final draft issued to <b>sportscotland</b>	A. MacDonald	16.06.2023
1_05	Comments received from Health and Safety Committee. Document amended	J. Dixon M. Fraser	31.07.2023

## Document creation / approval

	Signature	Title	Date
Prepared by: Christopher Warden (Amalgamate – Safety Risk Management Ltd)		Health & Safety Consultant	16.06.2023
Approved By: Jo Dixon on behalf of the H&S Committee	DocuSigned by:  889E63E8056342B...	Head of Human Resources	16.08.2023
Approved By: Scott Baxter on behalf of PCS Union	DocuSigned by:  1455ED4FC7E1447...	Trade Union Representative	16.08.2023

## Contents

Version control .....	2
Introduction .....	4
Scope .....	5
Definitions .....	6
Policy statement.....	7
Policy review.....	8
Roles and responsibilities .....	9
Chief Executive Officer .....	9
Director of Operations and the Head of Human Resources .....	9
Health and Safety Operational Group.....	9
Line managers .....	10
All employees.....	10
Arrangements and procedures .....	12
Reporting .....	12
Accident/Incident Report Form (AIRF).....	12
Investigation .....	13
RIDDOR.....	14
Illness, accidents or emergencies when working at home.....	15

## **Introduction**

This policy has been produced in line with **sportscotland's** Health and Safety Policy to ensure that we meet our legal obligations regarding the reporting, investigating and recording of all work-related accidents, incidents, dangerous occurrences, near misses, ill-health and violence.

Whilst the ultimate responsibility is vested in the Chief Executive Officer, the success of this policy will require the involvement and commitment of everybody within the organisation. **sportscotland** will ensure that adequate resources are made available to fulfil this policy and employees will, where appropriate, be consulted with and involved at every relevant stage.

## Scope

The following arrangements have been prepared for all **sportscotland** premises as detailed in the Health and Safety Policy.

This policy applies to all managers, employees, visitors, and contractors who may be affected by the activities and temporary works at **sportscotland**.

## Definitions

The following arrangements have been prepared for all **sportscotland** premises as detailed in the Health and Safety Policy.

For the purpose of this policy, an accident or incident is:

“Any event(s) or activity(s), arising at work which has resulted in, or had a potential to cause, personal injury or damage to property, plant or equipment”.

This will include any acts of violence to employees and harassment of an employee by a third party. It is a requirement that all such accidents or incidents are reported by the employee to their manager, on the day of the accident, where practicable.

## **Policy statement**

**sportscotland** aims to provide a safe and healthy working environment for all employees and service users.

**sportscotland** accepts that our employees should have a safe working environment whilst at work and will take all reasonably practicable steps to minimise accidents/ incidents at work. **sportscotland** is committed to accident/incident reporting and investigation to assist in this process.

We acknowledge our duty as stipulated by the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR). We have suitable arrangements in place for all accidents and incidents to be reported. We will ensure that all employees understand the basic requirements for accident and incident reporting and know how to report such an event and are encouraged and monitored to ensure this is done.

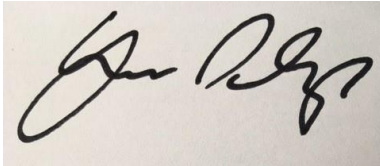
We aim to ensure that all accidents/incidents involving employees, clients, contractors or visitors that arise from our activities are reported and investigated. This will include vehicle accidents and near miss incidents in which no person was injured but where a dangerous situation was identified. All accidents/incidents will be investigated to establish what lessons can be learned to reduce the risk and/or prevent such accidents/ incidents re-occurring in the future.

**sportscotland's** policies and procedures will adhere fully with all current UK legislation in relation to health, safety and welfare including (but not limited to) the Health & Safety at Work etc. Act 1974, Management of Health and Safety at Work regulations 1999, Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), and all subsequent regulations.

## Policy review

This policy and the arrangements contained within, will be reviewed at least annually by the Health and Safety Committee and will be updated as necessary. The Senior Management Team endorses this policy and is fully committed to its implementation.

Signed on behalf of **sportscotland**

A handwritten signature in black ink on a light-colored background. The signature is cursive and appears to read 'Forbes Dunlop'.

Name: Forbes Dunlop

Position: Chief Executive Officer

Dated: 16 August 2023



## **Roles and responsibilities**

### **Chief Executive Officer**

**sportscotland's** Chief Executive Officer is ultimately responsible for the health and safety of employees and others affected by our activities.

The Chief Executive Officer has delegated executive responsibility for health and safety to the Director of Operations. The delegated role is supported by the Head of Human Resources.

### **Director of Operations and the Head of Human Resources**

Together, they will:

- Have overall responsibility for the implementation of the Accident/Incident Reporting and Investigation Policy and its arrangements;
- Provide adequate resources and management systems to control the risks presented by the accident/incident reporting and investigations;
- Ensure employee training is adequate so that all employees have a basic understanding for accident and incident reporting and know how to report such an event;
- Ensure adequate support including debriefing is provided to employees in the event of a serious accident occurring;
- Ensure record keeping systems are in place and line managers are trained in these systems; and
- Regularly review the Accident/Incident Reporting and Investigation Policy and its arrangements.

### **Health and Safety Operational Group**

They will:

- Ensure the policy is effectively implemented and monitored;
- Ensure adequate investigation, debriefing and support is put in place where required to support those who may have been involved in an accident/incident;
- Ensure safe systems of work, risk assessments and procedures relating to accidents/incidents at work are implemented and all working procedures and practices are properly documented and adhered to;
- Ensure that where more serious accidents/incidents are reported, the investigation is led by an appropriate manager and is supported by others if required, e.g., Health and Safety Team/Consultant;

- Ensure that all relevant accidents/incidents are reported to the HSE and to the Health and Safety Team;
- Ensure the operation and management of effective follow up procedures resulting from any investigation are implemented; and
- Ensure that all relevant employees are aware of appropriate risk assessments and related procedures.

### **Line managers**

They will:

- Ensure all employees are aware of the procedures to be followed and encourage employees to report all accidents/incidents at work as soon as possible and ensuring that these are recorded on the AIRF form;
- Where an employee reports that they are off sick as a result of an accident at work, ensure that the reason for any injury is recorded and an AIRF form is completed;
- Identify and report accidents/incidents, and issue this report to the Health and Safety Officer or Site Operations Manager in a timely manner;
- Support the Health and Safety Officer or Site Operations Manager in accident/incident investigation;
- Ensure, where appropriate, debriefing and support to employees in the event of a traumatic accident/incident occurring;
- Ensure copies of the relevant paperwork and AIRF forms are sent to the Health and Safety team;
- If there is to be a delay in the completion of the accident form, provide an interim report to the Health and Safety team with the e-mail message identifying the reason for the delay and if the accident is suspected to be a RIDDOR accident;
- In serious cases, report the accident immediately to the Health and Safety team by telephone. The Director of Operations or Head of Human Resources must also be notified; and
- Ensure risk assessments are in place and employees are aware of risks and safe systems of work.

### **All employees**

They will:

- Report all accidents/incidents to their line manager immediately, or as soon as practicable following the accident / incident;
- Give a full and accurate account of details leading to the accident/incident and of the accident/incident in a witness statement if required;

- Co-operate with the line manager's report and investigation into any accident/incident including provision of written witness testimony where appropriate;
- Follow all control measures implemented following an accident or incident investigation; and
- Report any unsafe actions witnessed to their line manager.

## Arrangements and procedures

### Reporting

We acknowledge our duty as stipulated by the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR). We have suitable arrangements in place for all accidents and incidents to be reported. The responsible person must ensure that all staff understand the basic requirements for accident and incident reporting and know how to report such an event and are encouraged and monitored to ensure this is done.

Any employees injured whilst at work are instructed to report this to their line manager, who will record the event on an accident/incident report form.

### Accident/Incident Report Form (AIRF)

The Accident/Incident Reporting Form (AIRF) should be used to report all accidents/incidents involving employees, contractors, visitors and members of the public whilst on **sportscotland** premises.

The form can be completed by hand or completed electronically. Additional documents may be added to the AIRF report together with relevant photographs. Once complete, the original copy(s) should be electronically sent to the Health and Safety Team for **sportscotland**. The line manager should retain the original form and additional information for 12 months, except where there is an injury sustained by the injured party, then it should be held for 36 months.

Accidents/incidents to non-employees that occur in our premises, on our grounds or as a direct result of **sportscotland** activities should be subject to the full reporting/investigation procedures. The AIRF form allows for recording of the names etc. of non-employees. An employee at the scene of the accident/incident must ensure that this is reported to the Health and Safety Officer or Site Operations Manager for further investigation. If there is to be a delay in the completion of the accident/incident form, an interim report should be sent so the Health and Safety Team, with an e-mail message identifying the reason for the delay.

Information referring to what needs reporting can be found on the report form, and also on the "Guidance to complete the AIRF." If employees are in any doubt, they are to seek advice on how to fill out this form.

The line manager completing the report is to enter all relevant details in the required boxes then return it to the Site Operations Manager.

All reports will be treated with strict confidence and their security managed accordingly. If disclosure is necessary to authorised parties, this we will monitor and control.

## Investigation

It is our intention to prevent all accidents occurring. However, we have systems in place to manage any such events. It is imperative that the scene of the accident is isolated to facilitate investigation. It is important that information relating to any accident or incident is collected as soon as possible following the event.

Dependant to the seriousness of the situation, photographs and further details of the scene should be taken to ensure sufficient detailed description and evidence is available.

The following is a list of evidence that will be considered. This list is by no means exhaustive:

- Accident/Incident Report Form;
- RIDDOR report (if applicable);
- CCTV footage and/or images;
- Witness statements (non-employee);
- Witness statements (employees);
- Copy of the activity checklist and maintenance record for the day of the accident;
- Details of accident reports for similar incidents;
- Internal accident investigation form;
- Photographs of any damaged equipment;
- Maintenance records; and/or
- Training records.

Where the accident/incident is serious, or could have been more serious, a more detailed investigation must be considered. The line manager should consult with their manager or the Health and Safety Officer or Site Operations Manager to determine the extent of the investigation that may be required. The depth of the investigation will depend on the nature and severity of the accident.

Where appropriate, Section 4 (a) of the accident/incident report form should be completed when the injured person has any time off work or attends hospital for treatment as a result of this workplace accident/incident. If there were no injuries, however, the accident has had serious consequences, then the investigation must still be conducted. The questions may not cover all areas, so there may be additional investigation notes and outcomes added to the report as required.

The purpose of the investigation is to identify the immediate, underlying and root causes of accidents/incidents:

- Identify if accidents/incidents are reportable to the HSE;

- Investigate ways to reduce future accidents/incidents;
- Prevention of similar adverse events;
- Review the relevant risk assessments and SOPs in light of investigations, recommendations and learning;
- Identify the costs of accidents/incidents;
- Improvement of employee moral and attitude towards health and safety; and
- Improvement of health and safety management across the organisation.

## **RIDDOR**

There is a legal requirement under the Reporting Accidents and Incidents at Work Regulations 2013, to notify the HSE of specific accidents arising from a work activity.

The Site Operations Manager is responsible for complying with RIDDOR and reporting any relevant incidents, within 10 days of a specified or major incident occurring, 15 for over 7-day incidents. The list of reportable injuries, dangerous occurrences and diseases is lengthy. Some examples are found below under "RIDDOR." If any doubt exists regarding these procedures, you should contact the Health and Safety Officer or HSE.

These are as follows:

- A fracture, other than to fingers, thumbs and toes;
- Amputation of an arm, hand, finger, thumb, leg, foot or toe;
- Permanent loss of sight or reduction of sight;
- Crush injuries leading to internal organ damage;
- Serious burns (covering more than 10% of the body, or damaging the eyes);
- Scalping (separation of skin from the head) which require hospital treatment;
- Unconsciousness caused by head injury or asphyxia;
- Over-seven-day injuries to workers. This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident);
- Fatalities.

The requirement to report these accidents / incidents to the HSE as RIDDOR reports apply with different thresh-holds for reporting. Fatalities must be reported to the Senior Management Team immediately.

It should be noted that if the visit to the hospital is for treatment and no treatment is given, it does require to be reported. Additionally, injuries received as a result of sports activities are not reportable.

There are also a range of Occupational Health diseases that may affect employees that are reportable to the HSE, these include:

- Noise induced deafness;
- Hand Arm Vibration Syndrome;
- Repetitive Strain injury;
- Carpal Tunnel Syndrome;
- Occupational Dermatitis;
- Occupational Asthma.

These diseases may be identified by the employees GP.

Persons not at work, who receive an injury as a result of a work-related accident will require to be reported where an injured party is taken directly from your place of work to hospital for medical treatment.

### **Illness, accidents or emergencies when working at home**

Home-workers should be capable of responding correctly to accident, incidents and ill-health. The individuals risk assessment should identify foreseeable events. Emergency procedures should be established, and each employee trained appropriately.

Each homeworker should have access to adequate first aid facilities in their own home. This will be assessed by their home worker self-assessment form.

Any illness, accident or incident caused by work related equipment or activities should follow the same procedures as outlined in this policy. The employee should fill out an incident form and send this to the Health and Safety Officer or Site Operation's Manager. Incident reports will be considered when reviewing an employee's home-working self-assessment.

Employees may need further training and instruction on when an incident form should be filled out, how to do so, and why it is important to do so.