

## Health and Safety Policy Annex E: Incident action guide

Incident	Your immediate action
Serious injury (requiring immediate professional medical attention)	<ul style="list-style-type: none"> <li>• Attend to incident safely</li> <li>• Make accident scene safe</li> <li>• Cordon area if possible</li> <li>• Report to supervisor or line manager via telephone</li> <li>• Report to Health and Safety Team (HST) – telephone number: 07979 293237</li> </ul>
Serious incident but no injury (dangerous occurrence, potential for major damage, fire or spillage of release)	<ul style="list-style-type: none"> <li>• Make accident scene safe</li> <li>• Cordon area if possible</li> <li>• Report to supervisor or line manager via telephone</li> <li>• Report to HST – telephone number: 07979 293237</li> </ul>
Incident causing injury (and absence from work)	<ul style="list-style-type: none"> <li>• Attend to incident safely</li> <li>• Make accident scene safe</li> <li>• Report to supervisor or line manager via telephone</li> <li>• Report to HST – telephone number: 07979 293237</li> </ul>
Minor incident, causing cuts and bruises (no absence from work)	<ul style="list-style-type: none"> <li>• Attend to incident safely</li> <li>• Make accident scene safe</li> <li>• Report to supervisor or line manager via telephone</li> <li>• Report to HST – telephone number: 07979 293237</li> </ul>
Minor incident, no injury (near miss)	Not applicable
Road traffic accident (where injury occurs)	Not applicable
Road traffic accident (no injury to anyone)	<ul style="list-style-type: none"> <li>• Make accident scene safe</li> <li>• Report to supervisor or line manager via telephone</li> </ul>

<b>Incident</b>	<b>Council action within 24 hours</b>
Serious injury (requiring immediate professional medical attention)	<ul style="list-style-type: none"> <li>• Supervisor or manager report to director</li> <li>• HST report to Health and Safety Executive (HSE) if required</li> <li>• Complete incident report and send to HST</li> </ul>
Serious incident but no injury (dangerous occurrence, potential for major damage, fire or spillage of release)	<ul style="list-style-type: none"> <li>• Supervisor or manager report to director</li> <li>• HST report to Health and Safety Executive (HSE) if required</li> <li>• Complete incident report and send to HST</li> </ul>
Incident causing injury (and absence from work)	<ul style="list-style-type: none"> <li>• Supervisor or manager report to director</li> <li>• HST report to Health and Safety Executive (HSE) if required</li> <li>• Complete incident report and send to HST</li> </ul>
Minor incident, causing cuts and bruises (no absence from work)	Complete incident report via health and safety portal
Minor incident, no injury (near miss)	Complete incident report via health and safety portal
Road traffic accident (where injury occurs)	<ul style="list-style-type: none"> <li>• Supervisor or manager report to director</li> <li>• HSM report to Health and Safety Executive (HSE) if required</li> <li>• Complete incident report via health and safety portal</li> </ul>
Road traffic accident (no injury to anyone)	Not applicable
<b>Incident</b>	<b>Council subsequent action</b>
Serious injury (requiring immediate professional medical attention)	<ul style="list-style-type: none"> <li>• Line manager or supervisor carry out investigation in consultation with</li> <li>• HST send F2508 to HSE within 10 days (if required)</li> <li>• Enter report onto database</li> </ul>
Serious incident but no injury (dangerous occurrence, potential for major damage, fire or spillage of release)	<ul style="list-style-type: none"> <li>• Line manager or supervisor carry out investigation in consultation with</li> <li>• HST send F2508 to HSE within 10 days (if required)</li> <li>• Enter report onto database</li> </ul>

Incident causing injury (and absence from work)	<ul style="list-style-type: none"> <li>• Line manager or supervisor carry out investigation in consultation with</li> <li>• HST send F2508 to HSE within 10 days (if required)</li> <li>• Enter report onto database</li> </ul>
Minor incident, causing cuts and bruises (no absence from work)	<ul style="list-style-type: none"> <li>• Line manager or supervisor carry out investigation in consultation with</li> <li>• Enter report onto database</li> </ul>
Minor incident, no injury (near miss)	<ul style="list-style-type: none"> <li>• Line manager or supervisor carry out investigation in consultation with</li> <li>• Enter report onto database</li> </ul>
Road traffic accident (where injury occurs)	<ul style="list-style-type: none"> <li>• Line manager or supervisor carry out investigation in consultation with</li> <li>• HST send F2508 to HSE within 10 days (if required)</li> <li>• Enter report onto database</li> </ul>
Road traffic accident (no injury to anyone)	<ul style="list-style-type: none"> <li>• Line manager or supervisor carry out investigation in consultation with</li> <li>• Enter report onto database</li> </ul>