



# HEALTH & SAFETY ALERT

## Incident Reporting

### WHAT HAPPENED

There has been number of incidents that have occurred recently, that have not been reported promptly to the Group Health Safety & Environment Advisor, as required by the current Health and Safety Incident Reporting Standards. This includes an accident or incident which has the potential to cause injury (near miss).

Also when an incident has occurred, the incident area has been disturbed by trades or site management before the local Group HS&E Advisor has attended the site to survey the scene. This hinders the investigation and could lead to vital evidence being missed or removed. This has the ultimate potential to put us at increased risk of prosecution from an enforcement authority and hinder our ability to successfully defend or mitigate any civil claim.

### ACTION TO TAKE

**WHO NEEDS TO TAKE ACTION: Site Management, Shift Supervisors/ Line Managers**

**WHAT TO DO IF AN INCIDENT:**

- Give first aid (If safe to do so) and inform the emergency services if necessary.
- If the incident has resulted in injury that is likely to be a RIDDOR reportable incident or result in a civil claim, inform the Local Group Health Safety & Environment Advisor and own line management team immediately by phone.
- Do not disturb the scene of the incident or remove any potential evidence, unless it is deemed necessary to prevent any further injury or damage.
- The Site Manager/ Shift Supervisor/ Line Manager must complete an incident report form (HSMS form 007) and email a copy to the local Group HS&E Advisor and MD's PA within 24 hours of the accident, incident or near miss.
- Take immediate photographs of the scene and take names and contact details of any witnesses.

Full details can be found in our [HSMS-STD-Health-and-Safety-Incident-Reporting](#)

If in doubt contact your local Group Health Safety & Environment Advisor for advice.