

16 Accident/Incident Reporting and Investigation

Contents

16.1	Introduction
16.2	Roles and Responsibilities
16.3	Investigations/Formal Inquiries
16.4	Immediate Notification
16.5	Definitions
16.6	Retention of Records
16.7	Related Documents
Annex A	Accident/Incident definitions
Annex B	Minimum Data
Annex C	Investigation Report Format

Introduction

16.1.1 This chapter sets out the procedures and guidance for the reporting and recording of all accidents/incidents (including fires and environmental incidents, near misses and occupational ill health), as well as the statutory requirements under the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR), Merchant Shipping (Accident Reporting and Investigation) Regulations.

16.1.2 Where reference is made to Health and Safety Executive (HSE) requirements, the equivalent Marine Accident Investigation Branch (MAIB) requirements shall apply as appropriate.

16.1.3 This chapter also provides guidance on setting up and conducting accident/incident investigations. Accidents/incident investigation requirements relating to air, sea, nuclear, fires, fuels and munitions covered in other defence publications which take primacy.

16.1.4 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) require the reporting of specified dangerous occurrences, ill health and accidents (listed in HSE L73) to the HSE within defined timescales. It is a legal requirement that a death, specified injuries, or dangerous occurrence shall be reported to the HSE as soon as possible and any work related injury resulting in over 7 consecutive days incapacitation¹ must be reported within 15 days of the accident occurring/diagnosis. Although not reported to HSE, it is still a legal requirement to keep a record of any work related injury resulting in over 3 consecutive days incapacitation.

¹ 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.

16.1.5 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 must be recorded, reported and investigated. The reporting of injury, disease, dangerous occurrences or environmental incidents 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 ..

16.1.6 The Management of Health & Safety at Work Regulations 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/incidents should be proportional to the severity or potential severity unless specific legislation or defence policy dictates a more stringent approach.

16.1.7 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 owned and managed by DSA and will be reviewed periodically in consultation with TLBs and Defence Statistics to ensure it continues to meet the needs of defence.

16.1.8 In accordance with the requirement in JSP 375, Part 1 and the MOD/HSE General Agreement all deaths, accidents/incidents, specified injuries, diseases or dangerous occurrences involving Service personnel that would be reportable under RIDDOR if they were civilian, are to be reported to the HSE.

Roles and Responsibilities

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

16.2.1 TLBs/TFAs must ensure that a readily accessible means (whether in a book or books or by electronic means) by which an individual or some other person acting on their behalf may record the appropriate particulars of any accident causing personal injury to that person (Service or civilian). Suitable management systems are to be put in place and adequate resources made available for the reporting and recording of all accidents/incidents, fires, near misses, diseases and dangerous occurrences on internal systems and to the appropriate authority e.g. HSE, Environment Agency (EA). This may include the setting up of an Incident Notification Cell (INC) or equivalent to centrally record all accidents/incidents reported to them.

16.2.2 TLB accident/incident recording procedures/systems must capture the accident/incident information shown in the 'Minimum Data' table (Annex B) in a format that ensures that the 'minimum data' can easily and reliably be extracted.

16.2.3 TLBs/TFAs are to ensure that suitable arrangements are in place and provide sufficient resources for the investigation of accidents/incidents and any subsequent formal inquiry and the cooperation with:

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

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

16.2.5 The TLB/TFA has a duty to inform the SofS of all work related fatalities as detailed in JSP 815 Leaflet 9.

TLB Chief Environment & Safety Officer (CESO)

16.2.6 All work related fatalities to any person (Service or civilian) on the defence estate (UK or overseas) or as a result of defence activities must be reported to the TLB/TFA for SofS to be notified as soon as possible in accordance with JSP 815 Leaflet 9.

16.2.7 For any accident/incident requiring a Formal Inquiry, the TLB/TFA CESO must ensure that the relevant TLB holder, Stakeholder Committee and other CESO organisations that may have an interest are informed.

16.2.8 Any lessons learnt from accidents/incidents or dangerous occurrences reported to the TLB CESO that may have wider safety or health implications across the MOD should be shared across the departments as part of a lessons learnt programme.

Commanding Officers (COs)/Heads of Establishment (HoEs)

16.2.9 The CO/HoE is to ensure that suitable local procedures for their area of responsibility are implemented in compliance with the requirements of the TLB/TFA for the reporting and recording of all accidents/incidents, diseases and dangerous occurrences. These procedures should include, as appropriate, the reporting of accidents/incidents to the local site Safety Advisor, the TLB/TFA CESO, local TU/Employee Safety Representative, and (where this function is not covered by the TLB/TFA INC) the relevant authority (HSE, Environment Agency, etc).

16.2.10 The local procedures need to include the requirement to investigate all accidents/incidents and dangerous occurrences; where appropriate this will involve suitably independent, qualified and experienced persons. Where lessons are learnt, appropriate corrective action is to be taken. The CO/HoE is to ensure that a formal inquiry is convened with assistance as appropriate from the relevant TLB/TFA CESO organisation for all specified injury, accidents/incidents and dangerous occurrences (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. The findings of formal inquiries must be reported to the CO/HoE and copied to the relevant TLB/TFA CESO organisation.

16.2.11 All specified accidents/incidents which may have been the result of health and safety failures must be reported to the TLB/TFA CESO organisation and fatalities reported as soon as possible on MOD Form 5052 containing as much information as is readily available. The CO/HoE may appoint a designated officer for the reporting of estate related accidents/incidents (spills, RIDDOR specified injuries, dangerous occurrences, etc.) to their TLB/TFA CESO organisation and INC or equivalent; and ensure that managers understand the procedures for the reporting of all other accidents/incidents.

16.2.12 Notwithstanding any TLB/TFA specific reporting requirements, the CO/HoE is to ensure that any outbreak of fire on the Defence Estate under their control is reported to their local Defence Fire and Risk Management Organisation (DFRMO) Office (using MOD Form 1059) who will take the responsibility for any subsequent investigation by MOD.

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

Manager

16.2.14 Managers must ensure that all accidents/incidents, near misses, diseases and dangerous occurrences involving defence personnel or visitors under their control are reported in accordance with TLB procedures and brought to the attention of the local site Safety Adviser or nominated responsible person as indicated by local instructions.

16.2.15 All work related (non-combat) fatalities to defence personnel (Service or civilian) or any person on MOD premises must be reported to the HSE and the TLB/TFA CESO Organisation as soon as possible. Unless local procedures dictate otherwise, the Manager responsible for the activity/facility is to ensure that RIDDOR reportable accidents/incidents are reported to the HSE by completing the HSE online report form, and for reporting fatal and specified injuries only, by telephone on 0845 300 9923 (Monday to Friday 8.30 am to 5 pm).

16.2.16 All accidents/incidents involving defence personnel (Service or civilian), must 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 INC or equivalent. If a member of civilian staff die in service or are incapacitated due to work (see People Services "[Line Managers Tool Kit](#)"), the Manager must also inform the Occupational Welfare Service.

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

16.2.18 Where appropriate unless already under the control of the Ministry of Defence Police (MDP), civilian police, HSE, Defence Fire and Risk Management Organisation (DFRMO) or local authority fire service, the Manager responsible for the activity/facility must ensure that the scene of an accident/incident is made safe and that for any serious or

specified accidents/incidents (Annex A); that all reasonable steps are taken to secure/quarantine the scene of the accident/incident and any equipment/vehicles etc to preserve evidence; and obtain written witness statements as soon as possible.

16.2.19 Managers are to investigate all accidents/incidents and produce reports appropriate to the level of investigation (see Paragraph 16.3.7 and Annex C). The investigating Manager may call upon the assistance of competent persons, the site Safety Adviser or TLB/TFA CESO organisation as appropriate.

16.2.20 The Manager responsible for the activity/facility must take reasonable steps to notify the Trade Union/Employee Safety Representatives of any accident/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/Employee Safety Representative to be included in an investigation into an accident/incident.

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

All Personnel

16.2.22 Personnel are required to report all accidents/incidents or near misses to their Manager and any other persons as directed in accordance with local procedures, and co-operate fully with any investigation or formal inquiry.

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

16.2.24 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/Employee Safety Representative

16.2.25 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/incident not just those that are notifiable) and may request to participate in joint investigations.

16.2.26 Taking confidentiality into account, access to accident/incident information may be obtained, in the first instance, through the unit/establishment H&S Adviser or where this information is not held locally through the relevant TLB/TFA CESO organisation.

Investigations/Formal Inquiries

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

16.3.2 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.

16.3.3 Formal MOD Inquiries² may take the form of a Service Inquiry or Board of Inquiry. Service Inquiries are conducted in accordance with JSP 832 and in compliance with the Armed Forces (Service Inquiries) Regulations 2008 and may involve Service and civilian personnel. The principles of JSP 832 should be applied to civilian Boards of Inquiry.

16.3.4 Unless a more appropriate process exists, accident/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/incident supported by subject matter experts as appropriate.

16.3.5 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.

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

16.3.7 The table below shows the type of report, lead responsibility, and minimum circulation.

² 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/incident	Line Manager	Informal - verbal, e-mail or written	Local safety adviser
Near miss Accident/incident	Line Manager	Formal or informal written or verbal	Local safety adviser and INC
Serious injury accident/incident	Line Manager	Formal written report	CO/HoE, Local safety adviser and INC
Specified injury accident/incident	CO/HoE nominated responsible person	Formal Inquiry (BOI/SI)	CO/HoE, copy to TLB CESO and INC
Dangerous occurrences	CO/HoE nominated responsible person	Formal Inquiry (BOI/SI)	CO/HoE, copy to TLB CESO and INC

16.3.8 Lessons learnt from accident/incident investigations and formal inquiries should be copied to the TLB CESO organisation 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:

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

Immediate Notification

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

- fatality;
- a Specified Injury or condition to a person that would be reportable under RIDDOR whether in the UK or abroad;
- injury to a member of the public requiring immediate hospital treatment;
- a RIDDOR defined dangerous occurrence whether in the UK or abroad;
- malfunction, failure or contamination of an item of equipment:
 - that has or could have caused injury;
 - likely to require a review of:
 - the design;
 - Manufacturing process;
 - operational requirement;
 - maintenance;
 - Operator guidance/standard operating procedures.

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

Definitions

- 16.5.1 Accident Any injury or occupational disease to a person or which caused/had the potential to cause a RIDDOR dangerous occurrence.
- 16.5.2 Incident a) An event which causes loss or damage to property, plant or equipment due to a shortfall in safety measures.
b) An intervention or enforcement notice from an internal or external regulatory body.
c) Contamination of an individual or workplace by an article contaminated with Chemical, biological or radioactive (CBR) material,
d) A CBR contaminated article being lost from institutional control.
- 16.5.3 Near miss An event that, while not causing harm, has the potential to cause injury, damage or ill health but which was avoided by circumstance or through timely intervention

Retention of Records

16.6.1 All accident/incident records must be kept for at least 3 years from the date of its entry and in accordance with JSP 375 Part 2, Volume 1, Chapter 39.

Related Documents

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

JSP 375 Part 2, Volume 1

- JSP 375 – Part 2 Volume 1, Chapter 39 Retention of Records

Other JSPs and MOD Documentation

- Defence Safety Authority Charter;
- General Agreement on Health and Safety between MOD and Health and Safety Executive (HSE);
- General Agreement on Health and Safety between MOD and Health and Safety Executive(Northern Ireland) HSE(NI);
- JSP 317 – Safety Regulations for the Storage and Handling of Fuels and Lubricants;
- JSP 418 – Management of Environmental Protection in Defence;
- JSP 426 – MOD Fire Safety Manual;

- JSP 430 – Management of Ship Safety and Environmental Protection;
- JSP 471 – Defence Nuclear Emergency Response;
- JSP 482 – MOD Explosives Regulations;
- 2000 Series – Flying Regulations;
- JSP 800 – Defence Movements and Transport Regulations;
- JSP 815 – Defence Health, Safety and Environment Protection;
- JSP 832 – Guide to Service Inquiries;
- JSP 862 – MOD Maritime Explosive Regulations.

Legislation and Guidance

- [Legislation – Gov.uk -Health and Safety at Work etc Act;](#)
- [Legislation – Gov.uk - Management of Health and Safety Regulations;](#)
- [Legislation – Gov.uk - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\);](#)
- [Gov.uk - MGN 458 – Accident Reporting and Investigation;](#)
- [Legislation – Gov.uk -Merchant Shipping \(Accident Reporting and Investigation\) Regulations;](#)
- [Legislation – Gov.uk - Environmental Damage \(Prevention and Remediation\) Regulations;](#)
- [Legislation – Scot.Gov -Environmental Liability \(Scotland\) Regulations](#)
- [HSE- INDG 232 – A Guide to the Safety Representatives and Safety Committees Regulations and The Health and Safety \(Consultation with Employees\) Regulations](#)
- [HSE – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) Web Page ;](#)
- [HSE INDG 453 - A guide to Reporting of Accidents and Incidents at Work;](#)
- [HSE HSG 245 – Investigating Accidents and Incidents;](#)
- [HSE - HSG 48 – Reducing Error and Influencing Behaviour;](#)
- [HSE L148 – ACOP -Safety in Docks Regulations.](#)

MOD Accident/Incident Definitions

Minor injury accident/incident	Any injury, accident/incident that results in up to seven days lost time and is not reportable under RIDDOR or causes minor damage.
Serious injury, accident/incident	Any injury, accident/incident that results in: <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/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)
Specified Injuries	Any injury, accident/incident that results in: <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) Any other injury arising from work in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.
Death	Any accident/incident that results in a fatality.
Dangerous occurrences	Any incident that results in: <ol style="list-style-type: none"> 1) The failure of any load-bearing part of any – <ul style="list-style-type: none"> • Lifting machinery etc • Freight containers 2) Any failure which has the potential to cause the death of any person relating to: <ul style="list-style-type: none"> • Pressure systems • Electrical equipment/distribution systems 3) Any accident/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.

	<p>5) Any incident in which breathing apparatus malfunctions while in use, or during testing immediately prior to use.</p> <p>6) The complete or partial collapse of any scaffold which is more than 5 metres in height or erected over or adjacent to water.</p> <p>7) The accidental release or escape of any substance in a quantity sufficient to cause the death, specified injury or any other damage to the health of any person.</p> <p>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.</p> <p>9) Total loss of system or facility for 24 hours or greater.</p> <p>THIS IS NOT A DEFINITIVE LIST – FOR FULL DETAILS OF DANGEROUS OCCURRENCES PLEASE REFER TO: HSE Reportable Incidents Web-Page</p>
Near miss	An event that, while not causing harm, had the potential to cause injury, ill health or damage but not a RIDDOR reportable Dangerous Occurrence.
Diseases	<p>Diseases reportable to the HSE under RIDDOR include:</p> <ol style="list-style-type: none"> 1 Carpel tunnel syndrome 2 Severe cramp of the hand or forearm 3 Occupational dermatitis 4 Hand-arm vibration syndrome 5 Occupational asthma 6 Tendonitis or tenosynovitis of the hand or forearm 7 Any occupational cancer 8 Any disease attributed to an occupational exposure to a biological agent 9 Other <p>Note: Employees must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work</p> <p>FOR FULL DETAILS OF REPORTABLE DISEASES PLEASE REFER TO: HSE Reportable Incidents Web-Page</p>

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', 'Other'
Location Country	UK, Cyprus, Germany, Gibraltar, Falklands, Afghanistan, Other [Please Specify]
Type of location	<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 – Visting 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>

	Street /Highway On MOD Property inc. associated paths, car parks Training Areas (Practical) including firing range
Type of incident	Injury, Ill health including work-related diseases, Equipment Failure, Near Miss, Dangerous occurrence Environmental
Activity	Action of contractors / tenants / non-MOD parties Adventurous Training Construction/ Infrastructure Maintenance Cleaning Work Diving Equipment maintenance including military vehicles /aircraft Industrial work including working with mobile plant/machinery Industrial work including storage, handling or movement of hazardous substances and waste Live Firing on Exercises Military Operations Office Work Professional Food preparation / catering Security work (gate duty, patrols, etc), Sport (official i.e. sanctioned or sponsored by MOD), Sport (recreational i.e. sporting activities in own time) Training (Civilian) Training (Military including recruiting and selection activities) Travelling including walking Working at Height/Climbing Workplace Transport / Vehicles including aircraft Workshop - including use of hand tools/equipment/machinery/plant/ Travelling in a vehicle
Event kind	Acts of Violence Contact with electricity or electrical discharge

	<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</p> <p>Exposure to fire</p> <p>Exposure to psycho-social hazards</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"> • Working Animal • Pet Animal • Other Animal <p>Injured while handling, lifting or carrying</p> <p>Medical condition including work related disease</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>	
	Unintentional exposure to noise, vibration, physical shock or pressure	
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/incident that results in:</p> <p>1) Severe injuries resulting in long-term illness or disability.</p> <p>2) Fracture, other than to fingers, thumbs and toes.</p> <p>3) Amputation.</p>

	<p>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.</p> <p><i>*Not required to report against. However as it is part of minimum data requirements against which past accidents have been recorded, the description is still valid and may be required for legacy data analysis.</i></p>
Specified Injuries	<p>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) Any other injury arising from work in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.</p>
Serious	<p>Any injury, accident/incident, not covered by fatality or major/specified injuries, that results in:</p> <p>1) A formal report to the HSE under RIDDOR .e.g.</p> <ul style="list-style-type: none"> • Dangerous Occurrence • Reportable Occupational Disease • More than seven days lost time (or unable to perform full range of duties) requiring medical treatment but not admission to hospital. <p>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</p>

	Minor	to flora and fauna. (see JSP 418) Any injury, accident/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
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> <p>Pain</p> <p>Poisonings and gassings</p> <p>Sprains and strains</p> <p>Superficial injuries</p> <p>Visual impairment (temporary or permanent)</p>	

	<p>Work-related ill health/ Disease</p> <ul style="list-style-type: none"> • Carpel tunnel syndrome • Severe cramp of the hand or forearm • Occupational dermatitis • Hand-arm vibration syndrome • Occupational asthma • Tendonitis or tenosynovitis of the hand or forearm • Any occupational cancer • Any disease attributed to an occupational exposure to a biological agent • Other
Part of Body	<p>Arm/elbow/wrist/ hand</p> <p>Back</p> <p>Ear/Hearing</p> <p>Eye/Sight</p> <p>Fingers/ thumbs/ toes</p> <p>Head/face/neck/nose/mouth</p> <p>Injuries to multiple body parts</p> <p>Internal organs</p> <p>Leg/hip/knee/ankle/foot</p> <p>Mental State</p> <p>No visible sign</p> <p>Stomach/Abdomen/Groin/buttocks</p> <p>Trunk/chest/ribs/shoulder</p>
Time lost	<p>Over 7 days lost</p> <p>4 to 7 days lost</p> <p>1 to 3 days lost</p> <p>No lost time</p>
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

INVESTIGATION REPORT FORMAT

Guidance only

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

Title

Introduction (description of the accident/incident, including the place, time of day and conditions). The following sentence should always conclude the introduction: “It is not the function of the investigation or inquiry to apportion blame or recommend disciplinary action.”

Details of the event

This shall include:

- Detailed description of the actions or conditions, which led directly to the event.
- 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.
- The direct causes of any injuries, ill health, the severity, and/or other loss.
- The details of any third party involvement (contractors, visitors etc.)
- The underlying root causes – e.g. failures in workplace precautions, training, experience, risk control systems or management arrangements.
- The immediate management response to the situation and its adequacy.

Conclusions

Recommendations

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

Annexes

- Witness Statements
- Photographs and diagrams
- Copy of the basic investigation report or accident report form