

Accident and Incident Reporting Guide for Elected Members



Introductions

On 4th July 2019, the Local Government Association (LGA) published its Guide to handling intimidation for Councillors. In line with this guidance the Council published further guidance available to download in full via the link below.

www.local.gov.uk/councillors-guide-handling-intimidation

Elected Members are encouraged to report accidents and incidents which may affect them during their duties for the Council. To facilitate this process the Council has a digital solution to record and monitor incidents.

This process will help ensure that the Council and Elected Members are kept informed of relevant incidents and receive the appropriate support available. The anonymised information can be provided to the appropriate Council forums for review and action.

This guide is to support Elected Members access the system and report relevant accidents and incidents in line with LGA guidance and Health and Safety Legislation.

The Corporate Health & Safety Team and Governance Team will work together to provide the appropriate advice and guidance in relation to any accident or incident.



Accident and incident and near miss reporting system

Access the reporting system is via the following link. It is advised that you save this in your favourites on your internet tool bar:

<https://incidentreporting.blackburn.gov.uk/>

Upon accessing the link the following screen appears:

Accident, incident or Near Miss Reporting System

Health and Safety information :: Training :: Employee Assistance Programme :: Wellbeing Service :: Absence :: To view our

Accident, Incident and Near Miss Report

If you need help filling in this e-form please contact the Health, Safety and Wellbeing Team on 01254 585905.

*Please Complete

REPORTABLE INCIDENTS

Could the incident be RIDDOR reportable? Yes No Help

DETAILS OF PERSON INJURED/AFFECTED OR WHO IS REPORTING THE NEAR MISS

Surname *

Forename *

Reportable incidents fields do not need to be completed, the Health and Safety Team will manage this on behalf of all Councillors.

DETAILS OF PERSON INJURED/AFFECTED OR WHO IS REPORTING THE NEAR MISS

Surname *

Forename *

Address Line 1 *

Address Line 2

Town *

Post Code *

Date of Birth * ...

Gender * Male Female

Category of Person * COUNCILLOR ▼

1. Complete the details of persons injured or affected ensuring that the Councillor is selected in the category of person field.

INCIDENT DETAILS

Directorate *

Division *

Date of Incident *

Time of Incident * use 24hr clock (format hh:mm)

Location where it happened *

Describe exactly what happened and exactly where the accident/incident or near miss occurred *

- Complete the incident details ensuring that in the of 'Directorate' and 'Division', 'Councillors' are selected. The 'Location' field has most Council building or locations listed but it is recognised that Councillors may have other locations they may work in as part of their duties. If the Location is not available please select Councillor duties and in the description of the incident detail the exact location where possible.
- It is important that there is enough information within the description of the incident to allow the Health & Safety and Governance Team give the appropriate advice.

Give details of any injuries/effects on the person and include any first aid treatment or support given or potential harm that could have been caused if you are reporting a near miss. *

Type of Injury *

Part of body affected *

- Fill in the fields as appropriate to the incident or accident



Describe the findings of the investigation into why the accident/incident happened *

Give details of witnesses or any other people involved *

What action has been taken to control the

5. If the incident was investigated or there was witnesses please provide the information or where appropriate indicate 'N/A'.

What action has been taken to control the risk and prevent a reoccurrence? *

NAME OF PERSON REPORTING THIS ACCIDENT/INCIDENT OR NEAR MISS

Full Name *	<input type="text"/>
Contact Tel *	<input type="text"/>
Your Email *	<input type="text"/>
Managers Email *	<input type="text"/>

6. This part of the form asks the individual involved in the incident to give consideration to ways they may have for preventing or minimising the impact the incident may have had. All Councillors are asked to consider this in line with guidance supplied on Personal Safety and Health & Safety.
7. The personal details of the person reporting the incident allows the team to support an individual and help in regards to any follow up that may be appropriate.
8. In the Manager Email field we would ask that Councillors fill in the following email details:
XXXXXXXXXX
This will ensure that Govenamnce team are notified of any incident and can support where appropriate.



NAME OF PERSON REPORTING THIS ACCIDENT/INCIDENT OR NEAR MISS

Full Name *	<input type="text"/>
Contact Tel *	<input type="text"/>
Your Email *	<input type="text"/>
Managers Email *	<input type="text"/>

9. Finally when all details have been completed correctly, click submit. This then send the incident for review by the Corporate health and Safety team and any foolkwoup by the Govenance team.

Should the incident require further investigation the Governace team will investigate the incident and respond directly with the Councillor.

Any information and reports contained within the system meet the requirements of the Council Data Protection obligations. Information when reporting will be anomomised to ensure confidentiality.



