

LEAFLET 46**NOTIFYING AND RECORDING OF ACCIDENTS, INJURIES, DISEASES AND DANGEROUS OCCURRENCES: PROCEDURES****CONTENTS**

Para

LEAFLET FOR LINE MANAGERS

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LEAFLET FOR LINE MANAGERS**INTRODUCTION**

1 This leaflet sets out the internal MOD procedure for reporting accidents and incidents, and is additional to any procedure to report to National Regulatory bodies under the Host Nation legal system.

DEFINITIONS**Accidents**

- 2 Accidents are for the purpose of this chapter defined as events that have caused:
 - 2.1 Injury to a person; or
 - 2.2 Occupational disease to a person; or
 - 2.3 A dangerous occurrence, defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

Incidents

- 3 Incidents are for the purpose of this chapter defined as events that have caused:
 - 3.1 An environmental incident as detailed in Annex A.
 - 3.2 An enforcement incident as detailed in Annex B.
 - 3.3 A near miss, that could have resulted in an accident as defined above.
 - 3.4 Contamination of an individual or a workplace by an article contaminated with chemical, biological or radioactive material.
 - 3.5 Articles contaminated with chemical, biological or radioactive material lost from institutional control.

NOTE

Person in this chapter refers to:

- (1) Any MOD employee whether Service or civilian including locally engaged staff.
- (2) Any contractor or Agency employee working for the MOD under MOD direct supervision.
- (3) Any member of the public if the accident or incident is a result of MOD activity.

DUTIES

Unit Commanders and Line Managers

- 4 Unit Commanders are to ensure that systems are in place to highlight all accidents and incidents and ensure they are recorded.

Line Managers

- 5 To ensure that all accidents and incidents occurring in their area of responsibility are recorded and brought to the attention of the Unit Safety Officer or person indicated by local instructions as responsible for notifying the HSE or higher commands

RECORDING

- 6 All accidents and incidents are to be reported on a MOD Form (MF) 2000 using the recording system detailed in JSP 442. The recording and report should be raised within 10 working days of the event if practicable. All MF 2000 reports raised for these accidents incidents, are to be copied to the MOD Accident Database, c/o CHASP, PPA CHEADLE HULME, PO BOX 42, STOCKPORT, SK1 1ED.

- 7 In addition accidents in the United Kingdom that meet the criteria of RIDDOR 1995 must be reported to the local HSE office using the appropriate HSE F 2508 Series Form. (See Leaflet - Reporting of MOD Accidents and Incidents to the HSE).

- 8 Any person injured should be encouraged to make an entry in the Local Accident Book (BI 510). If the injured person is unable to make an entry one can be made on their behalf by a colleague or the Line Manager or Service Commander.

IMMEDIATE NOTIFICATION

What is notifiable

9 Certain accidents and incidents likely to attract external authority or public attention require additional early notification procedures to be actioned. The following accidents apply to the whole of MOD; additional accident or incident early notification may be required by each Service, the details of which will be contained in Single Service Procedures:

- 9.1 Fatality to any person;
- 9.2 A Major Injury or condition to a person, that would be reportable under RIDDOR whether in the UK or abroad, See Annex to Leaflet - Reporting of MOD Accidents and Incidents to the HSE.
- 9.3 Injury to member of the public resulting in admission as an in-patient in a hospital.
- 9.4 A RIDDOR defined dangerous occurrence whether in the UK or abroad. See Annex to Leaflet - Reporting of MOD Accidents and Incidents to the HSE.
- 9.5 Malfunction, failure or contamination of an item of equipment, that has or could have caused injury, likely to require consideration of the design, manufacture, operation, maintenance or control of the item.

10 Unit Commanders are to ensure that systems exist so that the accidents and incidents referred to in para 9 are reported immediately to the undermentioned Service authorities by the fastest means possible (Note Para 13). Where signal reports are made, SIC Z6H should be used. The minimum information to be supplied is detailed at Annex C to this leaflet.

- 10.1 RN inc COM RFA /RM - report to:
 - 10.1.1 Administrative authority
 - 10.1.2 NP Sec
 - 10.1.3 CESO(RN)
- 10.2 Army - report to:
 - 10.2.1 District or Divisional HQ
 - 10.2.2 HQ Director or Director General of Arm or Service
 - 10.2.3 CESO(A) and Land Incident Notification Cell (LINC)
- 10.3 RAF - report to:
 - 10.3.1 Appropriate Command HQ
 - 10.3.2 CESO(RAF)
- 10.4 DLO - report to:
 - 10.4.1 Chief Executive office if an Agency or HLB Focal point and
 - 10.4.2 DLO/DSES (Attn: AD(SE))
- 10.5 CJO and MOD Centre and DPA - report to:

10.5.1 D SEF Pol SSO

10.6 DSTL - report to:

10.6.1 CHS&EA DSTL

10.7 MET Office - report to:

10.7.1 Met Office safety Office

ADDITIONAL NOTIFICATION

Focal Point duties

11 The following organisations, on receipt of notification, of a paragraph 9.1 or 9.3 accident, from a unit, should immediately inform CESO(MOD) by the fastest means available:

11.1 CESO(RN)

11.2 CESO(A)

11.3 CESO (RAF)

11.4 DLO/DSES

11.5 D SEF Pol SSO

11.6 CHS&EA(DSTL)

11.7 Safety Officer Met Office

12 Focal Points listed above are also required to notify STA SG/HSSMO, LSSO and ADRP as appropriate, of any incident concerning equipment (see paragraph 9.5).

Accidents to MOD personnel on detached duty or secondment

13 When any accident or incident occurs to an employee (Service or civilian) on detached duty or secondment, the detached duty unit is responsible for the notification process. In addition they are required to send a copy of the report(s) to the employee's parent unit, and the injured persons Civilian Management or Service Personnel Authority as appropriate. If the accident or incident meets the criteria in paragraph 9 a copy should also be forwarded to the parent unit authority indicated in paragraph 10 if different from the detached duty stations reporting chain. (E.g. Service personnel working in DPA/Centre Units).

Accidents Involving Non MOD Employees

14 When an accident referred to in Para 9.1, 9.2 or 9.3 occurs that involve a contractor's employee or member of the public, local procedures should be in place to notify the employer of a contractor or the next of kin if a member of the public. Local procedures should also be in place to notify the parent or guardian of any injured child.

Accidents in the United Kingdom subject to RIDDOR 95

15 Accidents to Civilian employees that meet the requirement of RIDDOR 95, and injuries to members of the public, if they result in the person being taken to hospital, are reportable to the HSE. Injury to Service personnel is exempt from this requirement. Accidents, which result in a Dangerous Occurrence (See Para 9.4), are to be reported to the HSE. There is no exemption for the Services on the reporting of Dangerous Occurrences.

Accidents involving nuclear installations and radiation

16 Reports of accidents or contamination incidents involving nuclear installations or facilities, nuclear and radioactive material or ionising radiation should in addition to para 10 be notified to Head of DRPS. The procedures in JSP 392 should be followed.

INVESTIGATION

17 A separate leaflet, Leaflet - Accident/Incident Investigation, is available in this JSP.

RECORDS

18 Records of accidents and their investigations must be kept. To assist in handling claims for compensation, copies of all documentation concerning injuries or ill health events involving MOD personnel should be copied to the relevant personnel authority for inclusion on each individual's personal file. Local records of all accidents and incidents should be retained for a minimum of 5 years from the date of the event. The retention of records of incidents after the 5 years is for local management discretion. Records on personal files should remain on file until the file is destroyed. Contamination incidents particularly those associated with individuals are to be kept for 100 years.

RELATED LEAFLETS

19 Related leaflets

- Leaflet - Accident / Incident Investigation
- Leaflet - Reporting of MOD Accidents and Incidents to the HSE

LEAFLET 46 ANNEX A

NOTIFYING AND RECORDING OF ACCIDENTS, INJURIES, DISEASES AND DANGEROUS OCCURRENCES: PROCEDURES

ENVIRONMENT INCIDENTS

Table 1 Environment Incidents

Description	JSP 442 M Code	Guide
Failure/spillage releasing other hazardous substance(s) to land	M3.01	Incident causing a harmful, to the environment, substance other than POL to contaminate land
Failure/spillage releasing other hazardous substance(s) to controlled waters	M3.02	Incident causing a harmful, to the environment, substance other than POL to enter a water course
Occurrence during destruction or disposal of surplus materials/equipment	M3.03	
Failure/spillage releasing other hazardous substance(s) to air (inc. Montreal Protocol Subs)	M3.04	Unintentional, uncontrolled release
Statutory Nuisance (Smoke/Odour/Noise)	M3.05	
POL enters a water course	M3.06	Unintentional, uncontrolled release
POL enters the sea	M3.07	Unintentional, uncontrolled release
POL spillage on the soil	M3.08	Unintentional, uncontrolled release
Regarding Air Quality	M3.09	
Light Pollution	M3.10	

LEAFLET 46 ANNEX B

NOTIFYING AND RECORDING OF ACCIDENTS, INJURIES, DISEASES AND DANGEROUS OCCURRENCES: PROCEDURES

ENFORCEMENT INCIDENT / REGULATION BREACHES

Table 1 Enforcement incident regarding the safety of a MoD site or activity

Description	JSP 442 M Code	Guide
DETR (Department of Environment Transport & Regions)	M2.01	Where the DETR, in their enforcing authority role, have issued advice or guidance directly to a MOD unit on any subject covered by them as a regulator. Or where DETR are to take action against a Unit.
Environment Agency	M2.02	Where the National Rivers Authority, in their enforcing authority role, have issued advice or guidance directly to a MOD unit on any subject covered by them as a regulator. Or where the NRA is to take action against a Unit.
Environment Agency	M2.03	Where the Environment Agency in their enforcing authority role, have issued advice or guidance directly to a MOD unit on any subject covered by them as a regulator. Or where EA is to take action against a Unit. This does not include application for licenses
Health & Safety Executive	M2.04	Where the HSE, in their enforcing authority role, have issued advice or guidance directly to a MOD unit on any subject covered by them as a regulator, including improvement or prohibition notices. Or where HSE is to take Crown Censure Action against a Unit. This element is not to record that MOD have informed the HSE of a notifiable event
Local Authority (e.g. EHO)	M2.05	Where the Local Authority Environmental Health Section, in their enforcing authority role, have issued advice or guidance directly to a MOD unit on any subject covered by them as a regulator. Or where the EHO is to take action against a Unit. E.g. Food Safety Act. This does not include application for licenses
Scottish Environment Protection Agency	M2.07	Where the Scottish EPA, in their enforcing authority role, have issued advice or guidance directly to a MOD unit on any subject covered by them as a regulator. Or where the Scottish EPA is to take action against a Unit.
Ministry of Agriculture, Fisheries & Food	M2.08	Where the MAFF, in their enforcing authority role, have issued advice or guidance directly to a MOD unit on any subject covered by them as a regulator. Or where MAFF is to take action against a Unit.
Marine Pollution Control Unit	M2.09	Where the MPCU, in their enforcing authority role, have issued advice or guidance directly to a MOD unit on any subject covered by them as a regulator. Or where MPCU is to take action against a Unit.
Other - Public etc.	M2.06	Where a written complaint has been received, concerning a Units activities having an adverse effect on the complainant or local area. This does not cover the possibility of a claim or complaint being

		made against MOD as a result of an RTA or other incident that has occurred off a MOD Site
Marine Accident Investigation Branch	M2.07	Where the MAIB, have issued advise or guidance directly to a MOD unit on any subject covered by them.

ENFORCEMENT REGULATION BREACHES

Table 2 Enforcement Regulation Breaches

Description	JSP 442 M Code	Guide
Breach of agreement to hold/ dispose of radioactive substances - Radioactive Substances Act	M4.01	MOD have informed the relevant authority of a breach or have been advised of a breach by the Authority
Breach of discharge limits - Radioactive Substances Act	M4.02	MOD have informed the relevant authority of a breach or have been advised of a breach by the Authority
Occurrence notifiable - Reg. 31 of the Ionising Radiation Regs	M4.05	MOD have informed the relevant authority of a breach or have been advised of a breach by the Authority
Occurrence notifiable - Reg. 29 of the Ionising Radiation Regs	M4.06	MOD have informed the relevant authority of a breach or have been advised of a breach by the Authority
Breach of the Explosive Transport Regulations	M9.01	MOD have informed the relevant authority of a breach or have been advised of a breach by the Authority
Breach of Waste Management Regulations	M9.02	MOD have informed the relevant authority of a breach or have been advised of a breach by the Authority
MARPOL infringement	M9.03	MOD have informed the relevant authority of a breach or have been advised of a breach by the Authority
Road Traffic Violation (careless/dangerous driving)	M9.04	MOD have informed the relevant authority of a breach or have been advised of a breach by the Authority
Breach of Trade Effluent discharge limits	M9.05	MOD have informed the relevant authority of a breach or have been advised of a breach by the Authority
Breach of IPC Limits	M9.06	MOD have informed the relevant authority of a breach or have been advised of a breach by the Authority

LEAFLET 46 ANNEX C

NOTIFYING AND RECORDING OF ACCIDENTS, INJURIES, DISEASES AND DANGEROUS OCCURRENCES: PROCEDURES

MINIMUM INFORMATION TO BE PROVIDED AS PART OF IMMEDIATE NOTIFICATION

REQUIREMENT

- 1 The minimum information to be supplied to Focal Points concerning an immediately notifiable event should cover the following points, with an indication if they do not apply to the accident being reported.
- 2 Information On:
 - 2.1 Reporting Unit and their location.
 - 2.2 Type of incident (Fatality/Injury/Incident/Contamination).
 - 2.3 Location of incident.
 - 2.4 Date and time of incident.
 - 2.5 Details of Event including the details of equipment directly involved.
 - 2.6 Details of Injured parties including staff numbers.
 - 2.7 Whether injured on or off duty.
 - 2.8 Follow up action being taken.
 - 2.9 Are Internal or External agencies involved with the incident?
 - 2.10 If fatal incident, action being taken, including contacting Next of Kin.
 - 2.11 Point of Contact Name and Telephone/Fax Numbers.