



LEAFLET 14

Accident/Incident Reporting and Investigation

AMENDMENT RECORD

Amd No	Date	Text Affected	Authority
01	May 2012	Whole document – Reporting to HSE changed from over 3 consecutive days to over 7 consecutive days incapacitation; references to DBR-SSDC replaced with DSEA-CPA; and INC contact details updated.	DSEA-CPA-Policy4

REVISION NOTE

This leaflet has been completely revised and now incorporates Leaflets 46 (Notifying & Recording of Accidents, Injuries, Diseases and Dangerous Occurrences) and 48 (Reporting of MOD Accidents and Incidents to the HSE have been consolidated into a single leaflet.

HISTORICAL RECORD

Leaflet 14 introduced in October 2001
 Leaflet 46 introduced in October 2001; revised April 2003; cancelled and withdrawn 2010.
 Leaflet 48 introduced in October 2001; cancelled & Withdrawn 2010.

This policy has been equality and diversity impact assessed in accordance with Departmental policy. This resulted in a Part 1 screening only completed (no direct discrimination or adverse impact identified) This policy is due for review in May 2015

Leaflet 14

Accident/Incident Reporting and Investigation

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Foreword

This JSP 375 leaflet is published under the authority of the Director of the Defence Safety & Environment Authority (DSEA) following consultation with departmental stakeholders and is to be applied across all areas of MOD and the Armed Forces to ensure compliance with UK and host nation legislation/standards and/or MOD policy.

1. SCOPE

1.1 This leaflet is mandatory for all staff both Service and civilian and sets out the MOD procedures 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.

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

1.3 This leaflet also provides guidance to Commanding Officers/Heads of Establishment (CO/HoE), Line Managers (LMs) and staff on setting up and conducting accident/incident investigations. Accidents/incident investigation requirements relating to air, sea, nuclear, fires, fuels and munitions covered in JSP 551, JSP 430, JSP 471, JSP 426, JSP 317 and JSP 482/862 respectively which take primacy.

2. INTRODUCTION

2.1 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) require the MOD to report 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, major injury or dangerous occurrence shall be reported to the HSE as soon as possible and any work related injury resulting in over 7 consecutive days incapacitation 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. 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.

2.2 The Management of Health & Safety at Work Regulations places a general duty on the MOD 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 shall be proportional to the severity or potential severity unless specific legislation or MOD policy dictates a more stringent approach.

3. POLICY

3.1 It is MOD policy that all accidents/incidents relating to MOD staff, visitors, premises or equipment, or for which MOD may be culpable are recorded, reported and investigated.. The reporting of injury, disease, dangerous occurrences or environmental incidents shall comply with the requirements of RIDDOR, MSA and the Environmental Damage (Prevention and Remediation) Regulations. MOD policy requires all Service and civilian accidents/incidents, disease or dangerous occurrences (including those outside of the UK) which would have been reportable under RIDDOR in the UK to be reported to the HSE.

3.2 The MOD has reproduced HSE/DWP form BI510 as a MOD Form 510; this form provides staff with the opportunity of recording an accident/incident and of retaining a copy of that record as is their legal entitlement under the Social Security (Claims & Payments) Regulations. TLBs/TFAs may produce alternative versions that comply with BI510 which can incorporate additional information, taking confidentiality into account, to meet local business needs.

4. ROLES & RESPONSIBILITIES

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

4.1.1 TLBs/TFAs shall ensure that suitable management systems are in place and adequate resources are 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 (list of INCs at Annex C) which shall record all accidents/incidents reported to them.

4.1.2 TLBs/TFAs shall 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).

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

4.2 TLB Chief Environment & Safety Officer (CESO)

4.2.1 All work related fatalities to MOD staff (Service or civilian) or any person on MOD premises (UK or overseas) or as a result of MOD activities shall be reported to Director DSEA (DSEA-Director@mod.uk) as soon as possible on MOD Form 5052 (Annex A) containing as much of the required information as is available.

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

4.2.3 Any lessons learnt from accidents/incidents or dangerous occurrences reported to the CESO that may have wider safety or health implications across the MOD shall be brought to the attention of Director DSEA.

4.3 Commanding Officer/ Head of Establishment CO/HoE

4.3.1 The CO/HoE shall 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 shall include the reporting of accidents/incidents to the local site Safety Advisor, the TLB/TFA CESO, local TU Safety Representative, and as appropriate to the relevant authority (HSE, Environment Agency, etc) where this function is not covered by the TLB/TFA INC. The local procedures shall include the requirement to investigate all accidents/incidents and dangerous occurrences; where appropriate this shall involve suitably independent, qualified and experienced persons. Where lessons are learnt, appropriate corrective action is to be taken. The CO/HoE shall ensure that a formal inquiry is convened with assistance as appropriate from the relevant TLB/TFA CESO organisation for all major injury, accidents/incidents and dangerous occurrences (see Annex B); 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 shall be reported to the CO/HoE and copied to the relevant TLB/TFA CESO organisation

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

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

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

4.4 Line Manager (LM)

4.4.1 The LM shall ensure that all accidents/incidents, near misses, diseases and dangerous occurrences involving staff or visitors under their control are reported to the relevant INC or equivalent as soon as possible and brought to the attention of the local site Safety Adviser or nominated responsible person as indicated by local instructions.

4.4.2 All work related (non-combat) fatalities to MOD staff (Service or civilian) or any person on MOD premises (UK or overseas) shall be reported to the HSE and the TLB/TFA CESO Organisation as soon as possible. Unless local procedures dictate otherwise, the LM shall ensure that RIDDOR reportable accidents/incidents are reported to the HSE on 0845 300 9923 or by completing the HSE online report form.

4.4.3 In the case of a work related injury or ill health to personnel, the LM shall ensure that staff are aware of their legal right to have it recorded on a MOD Form 510 (or TLB/TFA specific equivalent form meeting the requirements of HSE form 510) and should encourage them to do so. If a MOD Form 510 is completed by or on behalf of an injured person, the LM shall ensure that a copy is retained in accordance with local procedures and Leaflet 55 (Retention of Records). Information contained on a MOD Form 510 may be used to provide supporting evidence for compensation or Social Security benefit claims and be shared with Trade Union safety representatives (unless permission to disclose information has not been granted by the injured person) to aid in accident/incident investigations.

4.4.4 All accidents/incidents involving MOD staff (Service or civilian), shall be reported by their LM (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 PPPA publication "Guide to Managing People"), the Line Managers shall also inform the Occupational Welfare Service.

4.4.5 Accidents/incidents involving contractors, sub-contractors and others (non-MOD) permanent or visiting a MOD unit/establishment shall 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.

4.4.6 Where appropriate unless already under the control of the MDP, civilian police, HSE, DFRMO or local authority fire service, the LM shall ensure that the scene of an accident/incident is made safe and that for any serious or major accidents/incidents (Annex B); the scene is secured to preserve evidence; and obtain written witness statements as soon as possible.

4.4.7 The LM shall investigate all accidents/incidents and produce reports appropriate to the level of investigation (see Paragraph 5.7 and Annex D). The LM may call upon the assistance of competent persons, the site Safety Adviser or TLB/TFA CESO organisation as appropriate.

4.4.8 The LM shall take reasonable steps to notify the Trade Union Safety Representatives of any accident/incident reported to them and shall 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. If approached by a Trade Union Safety Representative to be included in any investigation into an accident/incident the LM should wherever possible accommodate the request.

4.4.9 Where lessons are learnt, the LM shall 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.

4.5 All Staff

4.5.1 Staff shall report all accidents/incidents or near misses to their LM and any other persons as directed in accordance with local procedures, and cooperate fully with any investigation or formal inquiry. In the event of a work related injury or ill health staff are encouraged to complete a MOD Form 510 or equivalent, a copy of which they should retain (as it may be required in support of a future compensation or Social Security benefit claim) and shall forward a copy to their LM.

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

4.5.3 Staff have a statutory duty to report any work situation without delay which represents a risk of serious or imminent danger to health and safety, or where there are shortcomings in the protection arrangements for health and safety; this shall be through their chain of command/reporting chain and include the local Safety Adviser where appropriate.

4.6 Trades Union Safety Representative

4.6.1 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.

4.6.2 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.

5. INVESTIGATIONS/FORMAL INQUIRIES

5.1 In the event of any investigation by independent authorities (HSE, Police, etc.), the MOD shall not include those staff involved (including witnesses etc.) who are required to be interviewed, have statements taken from or are under caution from the investigating authority; the MOD may include these staff only once approval has been given by the investigating authority.

5.2 Investigation and subsequent reporting shall 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.

5.3 Formal Inquiries consist of Service Inquiries and Boards of Inquiry. Service Inquiries shall be conducted in accordance with JSP 832 and in compliance with the Armed Forces (Service Inquiries) Regulations 2008 and may involve Service and civilian staff. The principles of JSP 832 shall be applied to civilian Boards of Inquiry.

5.4 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.

5.5 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 shall be defined within the terms of reference and on a case by case basis.

5.6 Serious/major injury accidents/incidents and dangerous occurrences (see Annex B) shall require a formal report (see Annex D for basic content).

5.7 Table 1 below shows the lead responsibility, type of report and minimum circulation requirement.

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
Major 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

Table 1

6. IMMEDIATE NOTIFICATION

6.1 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 shall be reported to the TLB/TFA CESO organisation:

- Fatality
- A Major 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.

7. DEFINITIONS

Accident	Any injury or occupational disease to a person or which caused/had the potential to cause a RIDDOR dangerous occurrence.
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.
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

8. RELATED DOCUMENTS

MOD:

- a. JSP 317 – Safety Regulations for the Storage and Handling of Fuels and Lubricants.
- b. JSP 375 – Volume 2, Leaflet 55 Retention of Records
- c. JSP 418 – MOD Sustainable Development and Environment Manual
- d. JSP 426 – MOD Fire Safety Manual
- e. JSP 430 – MOD Ship Safety Management
- f. JSP 471 – Defence Nuclear Response
- g. JSP 482 – MOD Explosives Regulations
- h. JSP 551 – Military Flight Safety Regulations
- i. JSP 800 – Defence Movements and Transport Regulations
- j. JSP 815 – Defence Environment and Safety Management
- k. JSP 832 – Guide to Service Inquiries
- l. JSP 862 – MOD Maritime Explosive Regulations
- m. MOD Form 510

Legislation:

- a. Health and Safety at Work Etc Act.
- b. Management of Health and Safety Regulations
- c. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- d. Safety Representatives and Safety Committees Regulations
- e. The Health and Safety (Consultation with Employees) Regulations
- f. Merchant Shipping (Accident Reporting and Investigation) Regulations
- g. Safety in Docks Regulations
- h. Environmental Damage (Prevention and Remediation) Regulations
- i. Social Security (Claims & Payments) Regulations

Guidance:

- a. HSE L73 – A guide to Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
- b. HSG245 – Investigating Accidents and Incidents
- c. HSG 48 – Reducing error and influencing behaviour
- d. MGN 289 – Accident Reporting and Investigation

RESTRICTED STAFF WHEN COMPLETE

Fatality Notification Form			MOD Form 5052 01/10
Part 1. Background			
Date of Incident	Time of Incident	Number of Fatalities	Location
Activity being undertaken:			
Details of Deceased (where known – Sex & Age only if non-MOD)			
Sex:	Age:	Rank/Grade:	TLB/TFA:
Sex:	Age:	Rank/Grade:	TLB/TFA:
Sex:	Age:	Rank/Grade:	TLB/TFA:
Sex:	Age:	Rank/Grade:	TLB/TFA:
Sex:	Age:	Rank/Grade:	TLB/TFA:
Part 2. What Happened			
Command, TLB or TFA controlling or leading the activity:			
Commands, TLBs or TFAs engaged in activity :			
Description of Incident: <i>{e.g vehicle rolled over, crushed between, fell from height, etc.}</i>			
Part 3. Early Findings and Actions			
Complete as much of the part 3 as the information available allows.			
Early identifiable failings:			
Immediate and wider implications:			
Status of Investigations:			
Immediate Remedial Action Taken:			
Further Actions Required:			
Actions for the Defence Board:			
Part 4. Details of reporting person			
Surname:	Forename:	Contact number:	Rank/Grade:
When complete this form is to be sent to DSEA-CPA via the TLB/TFA CESO			

RESTRICTED STAFF WHEN COMPLETE

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	<p>Any injury, accident/incident that results in:</p> <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 major 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)
Major injury, accident/incident	<p>Any injury, accident/incident that results in:</p> <ol style="list-style-type: none"> 1) A fatality or severe injuries resulting in long-term illness or disability. 2) Fracture, other than to fingers, thumbs and toes. 3) Amputation. 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>Dangerous occurrences</p>	<p>Any incident that results in:</p> <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. 5) Any incident in which breathing apparatus malfunctions while in use, or during testing immediately prior to use. 6) The complete or partial collapse of any scaffold which is more than 5 metres in height or erected over or adjacent to water. 7) The accidental release or escape of any substance in a quantity sufficient to cause the death, major injury or any other damage to the health of any person. 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. 9) Total loss of system or facility for 24 hours or greater. <p>THIS IS NOT A DEFINITIVE LIST – FOR FULL DETAILS OF DANGEROUS OCCURRENCES PLEASE REFER TO: HSE L73 – A guide to Reporting of Injuries, Diseases and Dangerous Occurrences Regulations</p>
<p>Near miss</p>	<p>An event that, while not causing harm, had the potential to cause injury, ill health or damage but not a RIDDOR reportable Dangerous Occurrence.</p>

<p>Diseases</p>	<p>Diseases reportable to the HSE under RIDDOR include but are not limited to:</p> <ol style="list-style-type: none"> 1) Inflammation, ulceration or malignant disease of the skin due to ionising radiation. 2) Malignant disease of the bones due to ionising radiation. 3) Blood dyscrasia due to ionising radiation. 4) Cataract due to electromagnetic radiation. 5) Decompression illness. 6) Carpal tunnel syndrome. 7) Hand-arm vibration syndrome. 8) Anthrax. 9) Brucellosis. 10) Avian chlamydiosis. 11) Ovine chlamydiosis. 12) Hepatitis. 13) Legionellosis. 14) Leptospirosis. 15) Rabies. 16) Streptococcus suis. 17) Tetanus. 18) Tuberculosis. 19) Any infection reliably attributable to work with micro-organisms; work with live or dead human beings in the course of providing any treatment or service or in conducting any investigation involving exposure to blood or body fluids; work with animals or any potentially infected material derived from any of the above. 20) Mesothelioma, Lung cancer or Asbestosis. <p>Note: most diseases need to relate to the specific work undertaken before they become reportable.</p> <p>THIS IS NOT A DEFINITIVE LIST – FOR FULL DETAILS OF REPORTABLE DISEASES PLEASE REFER TO: HSE L73 – A guide to Reporting of Injuries, Diseases and Dangerous Occurrences Regulations</p>
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INCIDENT NOTIFICATION CELLS CONTACT DETAILS

- Land Forces: Army Incident Notification Cell (AINC). **E-mail:** LF-CESO(A)-&AINC-MAILBOX-MULTIUSER@MOD.UK ; **MOD e-mail:** LF-CESO(A)-&AINC-MAILBOX-(MULTIUSER) ; **Tel:** 94391 2055 (+44 1264 382055) **Fax:** 94391 2059 (+44 1264 382059); **Signal:** AINC ANDOVER
- Navy Command: Naval Service Incident Notification Cell (NSINC) **Tel:** 93832 5882/5151/5944. **Fax:** 93832 5887. **E-mail:** fleet-e-nsinc mailbox-f@mod.uk
- Air Command: Contact the appropriate Station Safety Officer where the incident occurred.
- Defence Equipment & Support: DE&S staff (Service or civilian): The DE&S Incident Notification Cell (DINC). **Fax:** 9352 32901 or 0117 9132901. **Tel:** 9679 82954 or 03067 982954. **E-mail:** dessesep-dincmultiuser@mod.uk
- Joint Forces Command TLB. JFC does not have a central Incident Notification Centre. JFC staff on JFC run sites should follow local instructions. JFC staff who lodge on other TLB run sites should report to their HLB SHEP Focal Point. In case of doubt JFC staff can contact CESO(JFC) for advice; e-mail JFC-CESO-Safety-B or phone on 9355 68949 or 01225 468949.
- Head Office & Corporate Services TLB. HO&CS does not have a central Incident Notification Centre. HO&CS staff on HO&CS run sites should follow local instructions. HO&CS staff who lodge on other TLB run sites should report to their HLB SHEP Focal Point. In case of doubt HO&CS staff can contact CESO(JFC) for advice; e-mail JFC-CESO-Safety-B or phone on 9355 68949 or 01225 468949.
- Defence Infrastructure Organisation: The Defence Infrastructure Organisation Notification Cell (DIOINC). **E-mail:** DIO-CESO@mod.uk or DII/F: DIO-CESO (MULTIUSER). **Tel:** 94421 2160 or 0121 311 2160. **Fax:** 94421 3809 or 0121 311 3809.
- Other sites: please contact the health and safety adviser where the incident occurred

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