

Completion of On-Line Accident/Near Miss Report Form (ACC1)

Details of accidents and near misses to employees in all Departments should be recorded clearly and fully on form ACC1. Any first aid administered should also be recorded. All accidents to service users and all significant accidents to pupils should also be reported on form ACC1. However, it is recommended that an exercise book be used to record trivial accidents to pupils. **A COPY OF THE FORM SHOULD BE RETAINED ON SITE.** A near miss is defined as an incident which did not result in injury but which could, potentially, have done so. All violent incidents should be reported on the Violent Incident Form (VI).

The ACC1 form is generally straightforward. However, some parts may cause confusion and these are dealt with briefly below:

Who should complete the form?

The form must be completed by the relevant Manager/Supervisor or designated officer and counter signed by an appropriate senior officer. The person involved in the incident must not complete the form. However, **they should sign it where indicated.**

On-line ACC1

When completing the on-line ACC1 the manager/supervisor completing the form and the person involved in the incident should add their name to the relevant signatory box. The form should then be forwarded to the relevant senior officer via email who should add their name to the *“Counter Signature of Chief Officer of Department or authorised officer”*.

Accidents to non-employees

Indicate student, resident, client, contractor etc. in the *“occupation of injured/affected person”* box.

Where did the accident occur?

Indicate the area within the establishment/base or the off-site location where the accident occurred, e.g. kitchen, playground, workshop, name and/or location of temporary site.

Action taken to prevent recurrence

It is very important that this section is completed. For less serious accidents, a brief record of remedial action taken should suffice. For serious accidents or those where repercussions appear likely, the [accident investigation form ACC2](#) should be completed by the Manager.

Employee Accidents involving lost time

If the person is absent from work or if absence is anticipated, this should be indicated in the appropriate section near the bottom of the form. Indicate the employee's normal working hours on the day of the accident if any time is lost due to the incident. Managers should also ensure that any lost time is logged as an “Industrial Injury” via the sickness reporting procedure.

Statutory Reporting to the HSE

Some incidents must be reported to the HSE under RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995). The arrangements for statutory reporting are as follows:

- Incidents should be reported to the HSE as soon as possible, by the Manager, via the HSE [on-line report form](#). Major injuries and fatalities can continue to be reported by telephone to their Contact Centre on **0845 300 9923**, however, for consistency and ease we would recommend that the on-line report form is also used to report major injuries.
- In the case of over seven day injuries involving employees, the Manager should report the incident via the HSE on-line report form within **15 days** of the date of the accident.
- In all cases, the Manager should enter the HSE's incident notification number in the appropriate box on the ACC1 or email this information to healthandsafety@northumberland.gov.uk

For further information please contact the Corporate Health and Safety Team or refer to section F-1 of your health and safety manual:

[Health and Safety Policy Manual - Non-Schools](#)

[Health and Safety Policy Manual - Schools](#) ACC1-G (Sept 2012)