



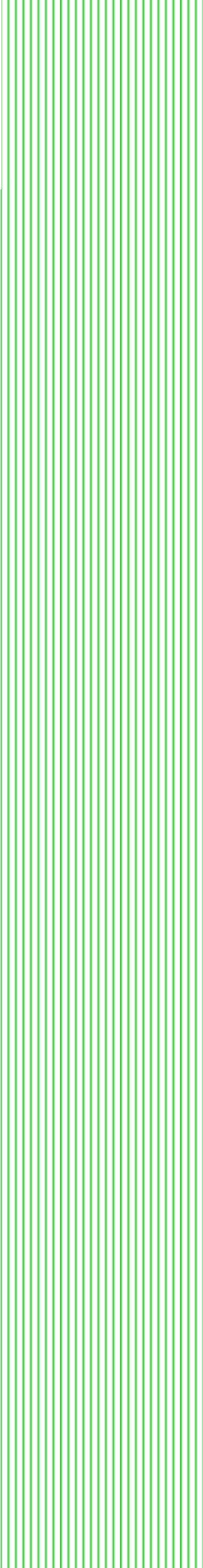
1. Purpose of this document
 - 1.1. To provide a proportionate, transparent and targeted procedure for the selection of incidents for investigation.
 - 1.2. To fulfil Argyll and Bute Council's duty to make adequate arrangements for enforcement under Section 18 of the 1974 Act.
2. Scope of this document
 - 2.1. This procedure applies to the screening and selection of incidents up to the point that a decision to investigate is made.
 - 2.2. In this procedure:
 - 2.2.1. "incident" means any matter reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 ("RIDDOR"). Incident includes accidents, injuries, fatalities and dangerous occurrences.
 - 2.2.2. "reportable" means reportable within the meaning of RIDDOR.
 - 2.3. [Appendix A](#) summarises the procedure set out in this document.
3. Performance standards
 - 3.1. Make the decision, forward the incident for next action and ensure it is recorded appropriately within:
 - one hour of the receipt of the notification of a fatal

Document Reference	HELA-P06
Version Date	2nd July 2013
Review Date	31st May 2015
Page 1 of 6	



- 4.4. Where a manual F2508 report is received, the case officer shall be responsible for entering the details at www.hse.gov.uk/riddor.
- 4.5.
 - 4.5.1. The Lead EHO (Health & Safety and Service Support) (" the Lead EHO") shall be responsible for checking the RIDDOR database daily for new reports. In their absence, the Area Environmental Health Managers shall co-operate in monitoring the database.
 - 4.5.2. Unallocated reports on the RIDDOR database shall be checked to determine whether they fall to the Council as enforcing authority. Those that do shall be accepted. Those that do not shall be re-allocated to the correct enforcing authority.
 - 4.5.3. Once accepted, the RIDDOR report shall be saved in PDF format and downloaded for consideration.
- 5. Selection of incidents for investigation
 - 5.1. All incidents received shall be considered by the Area Environmental Health Manager (or in their absence, the Regulatory Services Manager) to determine, in accordance with this procedure, which incidents are to be investigated.
 - 5.2. A Decision Recording Form (HELA-f06) shall be completed in all cases.
 - 5.3.1. The following defined major incidents shall always be investigated:
 - Fatalities of any person arising out of or in connection with work activities, excepting suicides and deaths from natural causes.
 - Injuries to any person, irrespective of cause, that meet the following conditions:
 - Amputation of digit(s) past the first joint;
 - Amputation of hand/arm or foot/leg;
 - Serious multiple injuries (more than one bone, not including wrist or ankle);
 - Crush injuries leading to internal organ damage, e.g. ruptured spleen;
 - Head injuries involving loss of consciousness;

Document Reference	HELA-P06
Version Date	2nd July 2013
Review Date	31st May 2015
	Page 2 of 6





- 5.5.
 - 5.5.1. The Area Environmental Health Manager may determine that an incident not falling within the criteria for mandatory investigation should nevertheless be investigated when taking into account the following factors:

- The incident arises from a high-risk activity as defined in Annex A of the National Code;

- The incident arises from an activity which has been identified by Argyll and Bute Council as a local inspection priority;

- The duty-hold

Document Reference	HELA-P06
Version Date	2nd July 2013
Review Date	31st May 2015
	Page 4 of 6



7. References

7.1. The Health and Safety at Work etc. Act 1974

7.2. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

7.3.
 , HSE, May 2013

7.4. LAC 22/13 (rev1),
 , HSE, 29/02/2012

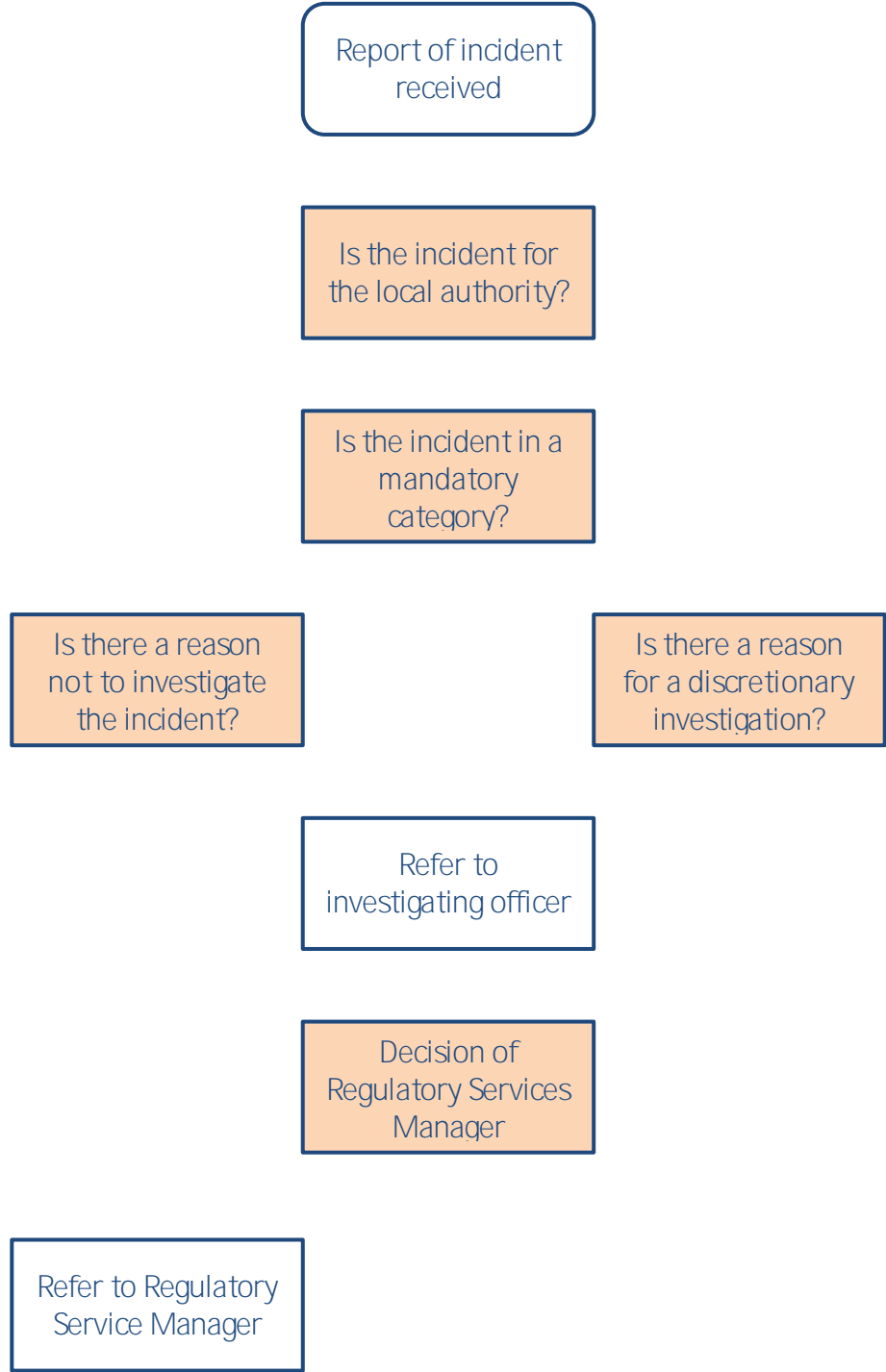
7.5. Enforcement Policy Statement, HSE41 (rev1), HSE 2009

7.6.
 , Misc733, HSE 2006

Document Reference	HELA-P06
Version Date	2nd July 2013
Review Date	31st May 2015
	Page 5 of 6



APPENDIX A – Selection of Incidents Flow Chart



Document Reference	HELA-P06
Version Date	2nd July 2013
Review Date	31st May 2015
Page 6 of 6	