**Reporting an Incident in HSMS Appendix**

Before filling out your report, please take into consideration the criteria listed above and fill in your incident with the correct form.

The forms can be found on [SCC Intranet](https://staffinfo.southampton.gov.uk/health-safety/management-system/default.aspx), [Young Southampton](https://www.youngsouthampton.org/working-with-children/schools-guidance/health-and-safety/) (for schools) or creating a new incident in [HSMS](https://scc.info-exchange.com/Default.aspx) (if you have access to the system)

Note: 1. An accident resulting with an injury should be reported in the Injury Accident tab otherwise it is classed as a near miss. Injuries resulting from violence

 and/or abuse must be reported under Violence and Abuse, not as an accident.

 2. For all enquiries concerning reporting COVID-19 incidents, CHSS can provide all managers with materials and procedures they need to read and follow.

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| **Reporting and Incident** | **Injury Accident**(Accidents resulting in an Injury) | **Violence/ Abuse**(Injury resulting from Violence or Abuse) | **Other Incidents**(Dangerous Occurrences) | **Near miss/ Hazard**(Incidents waiting to happen or Hazards) |
| **Accident Type** | * Minor Injury- no time off
* Staff only injury (1-2 days off **or** 3-6 days off)
* 7 or more days off injury
* Specified Injury (where an H&S investigation is needed immediately)
* Fatality/ Death
* MOP Incident (taken or not take immediately to hospital)
* Pupil Incident (taken or not take immediately to hospital)
* Service Users
 | * Aggressive Behaviour
* Complaint/ Incident of Discrimination
* Harassment
* Injury
* Intimidation
* Offensive Behaviour
* Property Damage
* Racial Harassment
* Sexual Harassment
* Telephone/email Abuse
* Threatening written communication
* Verbal abuse
* Without Injury
 | * Asbestos
* Dangerous Occurrence
* Gas
* Legionella
* Other
* Work Related Stress
 | * Environmental contamination
* Equipment damage/RTC
* Fire/Explosion
* Other
* Property Damage
1. Report a Near Miss incident should you witness any issues that could cause any of the above;
2. Report a Hazard Incident when it’s already happened;
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| **Reporting and Incident** | **Injury Accident**(Accidents resulting in an Injury) | **Violence/ Abuse**(Injury resulting from Violence or Abuse) | **Other Incidents**(Dangerous Occurrences) | **Near miss/ Hazard**(Incidents waiting to happen or Hazards) |
| **Primary Cause** | Animal/ Insect bites/stingsChemical/ substance release or explosionChokingDriving at/ for workElectricityEntrapment/ Entanglement in work equipmentExposure to hazardous substancesTrips, slips and fallsFireGeneral Ill HealthHandling people/ objectsHeatIceIncorrect use of work equipmentNatural causesNon-work relatedEquipment failurePPE failurePressure soreRecreation, sports or physical trainingRepetitive movementStriking against an object or structureStruck by objectStruck by person Structural collapseTransport | Bruising, burn/scaldCrushCut/abrasion/graze/tear/bitesFractur/crack/breakSprain/strainPuncturesHearing damageEye injuryAmputationBleedingElectric shocksSkin irritationsTorn skinSwellingDislocationChocking/ asphyxiationUnconscious/ concussion No InjuryOtherUnknown(for all body parts) | Asbestos: Potential disturbance of ACM (Asbestos Containing Materials)Accidental release or escape of substancesCarriage of dangerous goodsCollapse of ScaffoldingCollapse or overturning of lifting machineryOverhead electric linesPipeline worksMalfunctioning of breathing apparatusMalfunctioning of radiation equipmentPressure systems failurePrivate railwaysBiological agentsCollapse of building or structureUnintentional explosionGas Fitting, Flammable gasOther | * Competency/Training/Experience:

Failure to follow procedures, Incomplete SOP, Lack of Training,New task for employee, Outdated SOP* Employee:

Disregard for safety rules, Fatigue,Going too fast, Inappropriate behaviour, Improper footwear for conditions, Lack of Policy Procedure, Not aware of surroundings, Not paying attentionOther unsafe practice, Poor housekeeping.* Environmental:

Clear, Hail, Rain, Sleet, Snow* Equipment:

Equipment failure, guard removed, Improper equipment use* PPE
* Work Area:

3-foot clearance in front of electrical panel, Chipped tile/ loose carpet, Ergonomic factors, Icy wet conditions, Lack of cord management, Lack of Material Safety data Sheets, Loose handrails, Sanitary housekeeping issues, work Area set up improperly |