**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/stings  Chemical/ substance release or explosion  Choking  Driving at/ for work  Electricity  Entrapment/ Entanglement in work equipment  Exposure to hazardous substances  Trips, slips and falls  Fire  General Ill Health  Handling people/ objects  Heat  Ice  Incorrect use of work equipment  Natural causes  Non-work related  Equipment failure  PPE failure  Pressure sore  Recreation, sports or physical training  Repetitive movement  Striking against an object or structure  Struck by object  Struck by person  Structural collapse  Transport | Bruising, burn/scald  Crush  Cut/abrasion/graze/tear/bites  Fractur/crack/break  Sprain/strain  Punctures  Hearing damage  Eye injury  Amputation  Bleeding  Electric shocks  Skin irritations  Torn skin  Swelling  Dislocation  Chocking/ asphyxiation  Unconscious/ concussion  No Injury  Other  Unknown  (for all body parts) | Asbestos: Potential disturbance of ACM (Asbestos Containing Materials)  Accidental release or escape of substances  Carriage of dangerous goods  Collapse of Scaffolding  Collapse or overturning of lifting machinery  Overhead electric lines  Pipeline works  Malfunctioning of breathing apparatus  Malfunctioning of radiation equipment  Pressure systems failure  Private railways  Biological agents  Collapse of building or structure  Unintentional explosion  Gas Fitting, Flammable gas  Other | * 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 attention  Other 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 |