

Overview

Highways England has strict guidelines and procedures for accident/incident reporting and investigation which can be found on the following Portal link

<https://haportal.net/procedure/incident-reporting-and-investigation.html>

The key points when an accident/incident occurs are as follows:

- All RIDDOR reportable incidents must be notified as soon as reasonably practicable.
- An injury or incident must be reported by the injured person using the IRIS notification form to line manager (or duty manager) within 24 hours of injury or damage.
- Within 24 hours the line manager must input the incident onto IRIS and assess the incident in terms of its severity level which will prompt who conducts the investigation.

Severity Level

- All Level 1 personal injury and Level 1 & 2 vehicle damage incidents will be investigated by a Health & Safety Advisor
- All Level 2 & 3 personal injury and Level 3 vehicle damage incidents will be investigated by the Line Manager or Duty Manager.

Investigation (Initiate PAIR investigation form)

- Conduct investigation as defined in the investigation procedures.

Trade Union Consultation:

- Trade Union representatives should be notified immediately of all Level 1 incidents (This should automatically happen via IRIS).
- For other all other incidents the Trade Union representatives should be involved as soon as possible to ensure they are given the opportunity to support the investigation.

Actions

- Review the incident reporting procedure on the HE portal to familiarise yourself with its content.
- All managers are reminded of the requirement to follow the guidance and to ensure they notify Trade Union representatives in advance of any investigation being undertaken.