Adverse events

1. Purpose

This document describes the requirements for recording and investigating accidents, incidents, fires and near misses.

2. Scope

All accidents, incidents and near misses at Bridgend Mill.

3. Definition and Acronyms

Safety observation	A circumstance that may lead to an adverse event
Near Miss	An event that had the potential to cause harm to a person or damage to equipment or structures or environment
Incident	An event that has caused damage to equipment or structures or environment
Fires	An event involving use of fire fighting equipment
Accident	An event that has caused harm to a person
H&S	Health and Safety
CDM	Construction (Design and Management)

4. Responsibility

Health and Safety

5. Related Documentation

FO-GR-6001_EN Incident / Accident investigation report
FO-BR-0638_EN Accident report
FO-BR-0639_EN Incident / Near miss report
FO-BR-0636_EN Adverse event log
PR-BR-9004_EN Non-conformance and CAPA Procedure
FO-BR-0640_EN Adverse event investigation and RCA

6. KPI

Adverse event investigations on time = 90% < 30 days
Adverse event actions on time = 90% On time to due date

7. Procedure

7.1. General

7.1.1. An adverse event may be

a. Safety observations – a circumstance that may lead to an adverse event
b. Near miss – an event that had the potential to cause harm to a person or damage to equipment or structures
c. Accident – an event that has caused harm to a person
d. Incident – an event that has caused damage to equipment or structures

7.1.2. After an event has occurred immediate containment actions shall be taken to ensure that situation is safe and any medical attention has been given if required.

7.2. Safety observations

7.2.1. Safety observations shall be recorded by any employee using the safety observation system.

7.2.2. The appropriate person shall be assigned to review and investigate if action is required.

7.2.3. Where action is required, details will be recorded on the system, including engineering work order where needed, or justification of why action is not being taken.

7.2.4. Safety observations will be analysed on a regular basis to identify any trends. Where a trend is identified a nonconformance shall be raised as per PR-BR-9004_EN Non-conformance and CAPA procedure.

7.3. Accidents, Incidents and Near misses

7.3.1. Where required, once the injured person(s) have been attended to / the area has been made safe, FO-BR-0638_EN Accident report or FO-BR-0639_EN Incident / Near miss report shall be completed by the initial investigating manager ensuring all information, photos and statements are gathered.

7.3.2. Reports are required for all level of accidents, incidents and near misses, including those involving contractors with the exception of contractors under CDM regulations.

7.3.3. Where an event is immediately obvious as serious, it shall be escalated to Health and Safety and Department manager immediately

7.3.4. Any immediate correction actions shall be taken, e.g. repair of area.

7.3.5. The event report and supporting evidence will be sent to the Health and Safety team (Bridgendsafety@wepa.co.uk) and relevant department manager.

7.3.6. Health and Safety team shall record the event in FO-BR-0636 Adverse event log and assess the event to determine investigation level and team required.

7.3.7. Where required, the event shall be reported to the group using FO-GR-6001_EN Incident / Accident investigation report.

7.3.8. The investigating team depends on the severity of the event. See Appendix for risk matrix.

Risk	1 - Low	2 - Moderate	3 - High	4 – Unacceptable
Risk score	0-10	10-30	30-45	>45
Initial investigation	Shift manager / Team leader	Shift manager / Team leader	H&S	H&S
Investigation team	H&S	H&S Safety rep Team leader	H&S, Safety rep, Department manager	H&S, Safety rep, Department manager
Priority	Acceptable risk. No formal RCA needed	Acceptable risk. Minor investigation, consider RCA	Unacceptable risk. Full RCA required.	Stop work. Full RCA and Risk assessment required.

7.3.9. Where investigation and root cause analysis is required, appropriate root cause tools shall be used, including the consideration of human factors. FO-BR-0640_EN Adverse event investigation and RCA shall be used.

7.3.10. CAPA actions shall be raised as per PR-BR-9004_EN Non-conformance and CAPA procedure and assigned a due date based on risk and resource.

8. Appendix

Probability of recurrence	P	Frequency of exposure	F	Loss severity potential	S	Persons	Pe
Impossible – no chance	0	Rarely	1	No loss of working hours, no medical consultation	1	1 - 2 Persons	1
Unlikely but possible	1	Yearly	2	No loss of working hours, medical consultation	3	3 - 7 Persons	3
Possible but unusual	2	Monthly	4	Curable injury, loss of working hours	8	8 - 15 Persons	6
Can happen, foreseeable	5	Weekly	8	Permanent damage to health	10	16 - 50 Persons	8
Probable – not surprising	8	Daily	10	Serious permanent health defect	12	> 50 Persons	10
Probable– expectable	10	Hourly	12	Fatal accident	15		
Certain – no doubt	15	Permanent	16				
Risk score = P + F + S + Pe							