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| **HSMP 09 Hazard Reporting** |  |

**1.0** **Policy**

1.1 It is the policy of NHS Education for Scotland (NES) that any person who becomes aware of a hazard shall make use of this procedure to bring the deficiencies to the attention of their immediate line manager.

**2.0 Scope**

2.1 The procedure covers the arrangements for the reporting and resolution of an unsafe condition or activity, an incident or a deficiency/non conformance in NES, Directorate or site health and safety arrangements.

**3.0 Responsibilities**

3.1 **The Chief Executive and Executive Team** are responsible for the ongoing review, development and implementation of this procedure.

3.2 **The Director of Workforce:**

3.2.1 Has been assigned operational responsibility for the review, ongoing formulation, development and implementation of this procedure within NES.

3.2.2 Will report on the operation of this procedure as part of the annual review of NES’s

health and safety management system (HSMS).

3.3 **Directors/** **Heads of Departments / Senior Managers or their Deputies** must encourage employees to use this system.

3.4 **Employees** are required to report any perceived hazards or system deficiencies as soon as possible to their line manager.

3.5 **Persons employing contractors** should ensure that contractors’ employees are aware of this procedure and encourage its use.

3.6 **The receiving line manager** must:

3.6.1 Acknowledge receipt of notification to the reporting person;

3.6.2 Promptly investigate the reported condition and take, as appropriate, immediate emergency action. In all other cases, action the hazard report within one calendar month of receipt, consulting with the reporting person;

3.6.3 Ensure required actions are entered in a remedial action database;

3.6.4 If no action is required, ensure this is recorded after discussion with the reporting person;

3.6.5 Ensure all actions taken are recorded and attached to the original Hazard Report Form and completion communicated to the person making the Hazard Report Form;

3.6.6 Send a copy of the Hazard Report Form to the Health and Safety Advisor and their Health and Safety Representative for information and review.

* 1. **The Health and Safety Advisor** **and Health and Safety Representatives** shall:
     1. Review any hazard form returned to them and provide any necessary support activity within the relevant area;
     2. Analyse the reports for information to be included within the accident experience reports made each quarter to the Health, Safety and Welfare Committee.

**4.0 Process**

4.1 Reporting forms should be available on the intranet and at suitable locations throughout the organisation.

4.2 Identified hazards/system deficiencies should be verbally reported as soon as possible to the line manager and remedied immediately where possible. Where the hazard /deficiency /non conformance is unable to be remedied a formal notification should be made on NES’s Hazard Report Form (see Appendix 1) to the line manager with a copy to the Health and Safety Representative for information.

4.2 No detriment shall be shown to any person making a report.

4.3 The reports are quality records and shall be retained after review for a minimum of three years in accordance with procedure HSMP 04.

4.4 The operation of this procedure will be audited in accordance with NES’s Health and Safety Management Audit Procedure HSMP 12.

***References***

1. Management of Health and Safety Regulations 1999
2. HSG 65 Successful Health and Safety Management