
Graduate Certificate in Health and Safety Management for Film Productions (United Kingdom)

Incident Investigation and Reporting in Media (United Kingdom)

Accident: An unplanned event that results in injury or damage to people, equipment, or the environment, and is often used interchangeably with the term incident, an accident can be a one-time event or a series of events that have a negative outcome, in the context of film productions, accidents can occur on set, during filming, or as a result of equipment failure, and it is essential to investigate and report accidents to prevent future occurrences and minimize their impact, for example, a fall from a height during filming can be considered an accident, and the incident investigation and reporting process would involve identifying the root cause, documenting the incident, and implementing measures to prevent similar accidents in the future.

Accident Reporting: The process of documenting and notifying relevant authorities and stakeholders of an accident, including the details of what happened, the causes, and the consequences, accident reporting is a critical component of incident investigation and reporting in film productions, as it allows for the identification of trends and patterns, and the implementation of measures to prevent future accidents, for instance, in the United Kingdom, employers are required to report certain types of accidents to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), and the report should include details such as the date and time of the accident, the location, and the nature of the injury or damage.

Action Plan: A documented plan that outlines the steps to be taken to address a problem or issue, including the responsibilities of individuals and teams, and the timelines for completion, in the context of incident investigation and reporting, an action plan is developed to implement the recommendations and corrective actions identified during the investigation, for example, an action plan may include steps such as providing training to employees, modifying equipment, or changing procedures, and it is essential to regularly review and update the action plan to ensure its effectiveness.

Audit: A systematic and independent examination of an organization's processes and procedures to assess their effectiveness and compliance with relevant laws and regulations, audits are an essential tool in incident investigation and reporting, as they help to identify areas for improvement and ensure that the organization is meeting its obligations, for instance, a health and safety audit may involve reviewing policies and procedures, inspecting equipment and facilities, and interviewing employees, and the audit report should include recommendations for improvement and a plan for implementation.

Causation: The process of identifying the underlying causes of an incident, including the root cause, and the contributing factors, causation is a critical component of incident investigation and reporting, as it allows for

the development of effective corrective actions and preventive measures, for example, a root cause analysis may identify a combination of factors such as human error, equipment failure, and inadequate training, and the investigation should consider multiple perspectives and sources of information to determine the underlying causes.

Civil Law: The body of laws that govern civil matters, including negligence and liability, civil law is relevant to incident investigation and reporting, as it provides a framework for determining liability and seeking compensation for damages or injuries, for instance, in the United Kingdom, the Civil Liability Act 2018 provides a framework for determining liability in cases of negligence, and employers may be liable for damages if they fail to provide a safe working environment.

Code of Practice: A document that provides guidance on how to comply with relevant laws and regulations, and outlines best practices for a particular industry or sector, codes of practice are essential tools in incident investigation and reporting, as they provide a framework for identifying and managing risks, and ensuring compliance with relevant laws and regulations, for example, the Health and Safety Executive (HSE) provides codes of practice for various industries, including construction and manufacturing, and employers should consult these codes when developing their health and safety policies and procedures.

Compliance: The state of conforming to relevant laws and regulations, including standards and codes of practice, compliance is a critical component of incident investigation and reporting, as it ensures that the organization is meeting its obligations and minimizing the risk of penalties and sanctions, for instance, employers in the United Kingdom must comply with the Health and Safety at Work etc. Act 1974, and the Management of Health and Safety at Work Regulations 1999, and compliance involves regularly reviewing and updating policies and procedures to ensure they remain relevant and effective.

Corrective Action: A step taken to address a problem or issue, including the implementation of changes to processes, procedures, or systems, corrective actions are an essential component of incident investigation and reporting, as they help to prevent future incidents and minimize the risk of harm or damage, for example, a corrective action may involve modifying equipment, providing training to employees, or changing procedures, and it is essential to monitor and evaluate the effectiveness of corrective actions to ensure they are achieving their intended outcomes.

Dangerous Occurrence: An event that has the potential to cause harm or damage, but does not result in an injury or damage, dangerous occurrences are relevant to incident investigation and reporting, as they provide an opportunity to identify and address potential risks before they result in harm or damage, for instance, a near-miss or a close call can be considered a dangerous occurrence, and the incident investigation and reporting process would involve identifying the root cause, documenting the incident, and implementing measures to prevent similar occurrences in the future.

Employee: An individual who is employed by an organization, and is subject to the organization's policies and procedures, employees are critical stakeholders in incident investigation and reporting, as they are

often the ones who are directly affected by incidents, and their participation is essential in identifying and addressing risks, for example, employees may be involved in reporting incidents, participating in investigations, and implementing corrective actions, and employers should provide employees with the necessary training and support to ensure they can perform their roles safely and effectively.

Employer: An organization or individual that employs one or more employees, and is responsible for their health and safety, employers are critical stakeholders in incident investigation and reporting, as they are responsible for providing a safe working environment, and ensuring that employees are aware of and follow relevant policies and procedures, for instance, employers in the United Kingdom must comply with the Health and Safety at Work etc. Act 1974, and the Management of Health and Safety at Work Regulations 1999, and employers should regularly review and update their health and safety policies and procedures to ensure they remain relevant and effective.

Environmental Impact: The effect of an incident on the environment, including pollution and damage to natural resources, environmental impact is a critical component of incident investigation and reporting, as it helps to identify and address potential risks to the environment, and minimize the harm caused by incidents, for example, a spill of hazardous materials can have a significant environmental impact, and the incident investigation and reporting process would involve identifying the root cause, documenting the incident, and implementing measures to prevent similar incidents in the future.

Equipment: The tools and machinery used in a workplace or production, equipment is a critical component of incident investigation and reporting, as it can be a source of risk and harm, and its maintenance and inspection are essential in preventing incidents, for instance, equipment failure can be a contributing factor to an incident, and the investigation should consider the design, operation, and maintenance of the equipment, and employers should ensure that equipment is properly maintained, inspected, and used in accordance with the manufacturer's instructions.

Evidence: The information and data collected during an investigation, including witness statements, photographs, and physical evidence, evidence is a critical component of incident investigation and reporting, as it helps to identify the root cause of an incident, and inform the development of corrective actions, for example, evidence may include witness statements, photographs, and physical evidence such as damaged equipment or debris, and the investigation should consider multiple sources of evidence to determine the underlying causes of the incident.

Hazard: A source of potential harm or damage, including physical, chemical, and biological hazards, hazards are a critical component of incident investigation and reporting, as they provide an opportunity to identify and address potential risks before they result in harm or damage, for instance, a hazard can be a physical hazard such as a fall from a height, a chemical hazard such as a toxic substance, or a biological hazard such as a disease, and employers should conduct regular risk assessments to identify and mitigate hazards in the workplace.

Health and Safety: The protection of the health and welfare of employees and other stakeholders, including the prevention of injuries and illnesses, health and safety is a critical component of incident investigation and reporting, as it helps to identify and address potential risks to the health and safety of employees and other stakeholders, and minimize the harm caused by incidents, for example, employers in the United Kingdom must comply with the Health and Safety at Work etc. Act 1974, and the Management of Health and Safety at Work Regulations 1999, and employers should regularly review and update their health and safety policies and procedures to ensure they remain relevant and effective.

Incident: An unplanned event that results in harm or damage, including injuries, illnesses, and property damage, incidents are a critical component of incident investigation and reporting, as they provide an opportunity to identify and address potential risks, and minimize the harm caused by future incidents, for instance, an incident can be a one-time event or a series of events that have a negative outcome, and the incident investigation and reporting process would involve identifying the root cause, documenting the incident, and implementing measures to prevent similar incidents in the future.

Incident Investigation: The process of examining the circumstances surrounding an incident, including the causes and consequences, incident investigation is a critical component of incident investigation and reporting, as it helps to identify the root cause of an incident, and inform the development of corrective actions, for example, an incident investigation may involve interviewing witnesses, reviewing evidence, and analyzing data, and the investigation should consider multiple perspectives and sources of information to determine the underlying causes of the incident.

Incident Reporting: The process of documenting and notifying relevant authorities and stakeholders of an incident, including the details of what happened, the causes, and the consequences, incident reporting is a critical component of incident investigation and reporting, as it allows for the identification of trends and patterns, and the implementation of measures to prevent future incidents, for instance, in the United Kingdom, employers are required to report certain types of incidents to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), and the report should include details such as the date and time of the incident, the location, and the nature of the injury or damage.

Injury: Harm or damage to a person, including physical and psychological harm, injuries are a critical component of incident investigation and reporting, as they provide an opportunity to identify and address potential risks, and minimize the harm caused by incidents, for example, an injury can be a physical injury such as a cut or a broken bone, or a psychological injury such as stress or anxiety, and employers should ensure that employees receive prompt and proper medical attention in the event of an injury.

Inspection: A systematic examination of a workplace or equipment to identify potential hazards and risks, inspections are an essential tool in incident investigation and reporting, as they help to identify potential risks and hazards, and ensure that the workplace is safe and healthy, for instance, a health and safety inspection may involve reviewing policies and procedures, inspecting equipment and facilities, and

interviewing employees, and the inspection report should include recommendations for improvement and a plan for implementation.

Investigation: A systematic and independent examination of the circumstances surrounding an incident, including the causes and consequences, investigations are a critical component of incident investigation and reporting, as they help to identify the root cause of an incident, and inform the development of corrective actions, for example, an investigation may involve interviewing witnesses, reviewing evidence, and analyzing data, and the investigation should consider multiple perspectives and sources of information to determine the underlying causes of the incident.

Liability: The state of being responsible for damages or harm caused by an incident, liability is a critical component of incident investigation and reporting, as it helps to identify who is responsible for the incident, and inform the development of corrective actions, for instance, employers in the United Kingdom may be liable for damages if they fail to provide a safe working environment, and employers should ensure that they have adequate insurance coverage to protect against potential liabilities.

Near-Miss: An event that has the potential to cause harm or damage, but does not result in an injury or damage, near-misses are relevant to incident investigation and reporting, as they provide an opportunity to identify and address potential risks before they result in harm or damage, for example, a near-miss can be a close call or a narrow escape, and the incident investigation and reporting process would involve identifying the root cause, documenting the incident, and implementing measures to prevent similar incidents in the future.

Notification: The process of informing relevant authorities and stakeholders of an incident, including the details of what happened, the causes, and the consequences, notification is a critical component of incident investigation and reporting, as it allows for the identification of trends and patterns, and the implementation of measures to prevent future incidents, for instance, in the United Kingdom, employers are required to notify the Health and Safety Executive (HSE) of certain types of incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), and the notification should include details such as the date and time of the incident, the location, and the nature of the injury or damage.

Occupational Health: The protection of the health and welfare of employees in the workplace, including the prevention of injuries and illnesses, occupational health is a critical component of incident investigation and reporting, as it helps to identify and address potential risks to the health and safety of employees, and minimize the harm caused by incidents, for example, employers in the United Kingdom must comply with the Health and Safety at Work etc. Act 1974, and the Management of Health and Safety at Work Regulations 1999, and employers should regularly review and update their health and safety policies and procedures to ensure they remain relevant and effective.

Policy: A document that outlines an organization's intentions and objectives with regard to health and safety, policies are essential tools in incident investigation and reporting, as they provide a framework for

identifying and managing risks, and ensuring compliance with relevant laws and regulations, for instance, a health and safety policy may include statements on the organization's commitment to health and safety, the responsibilities of employees and management, and the procedures for reporting incidents, and employers should ensure that policies are communicated to all employees and stakeholders.

Procedure: A document that outlines the steps to be taken to achieve a particular objective or task, procedures are essential tools in incident investigation and reporting, as they provide a framework for identifying and managing risks, and ensuring compliance with relevant laws and regulations, for example, a procedure for reporting incidents may include steps such as notifying the supervisor, completing an incident report form, and conducting an investigation, and employers should ensure that procedures are communicated to all employees and stakeholders.

Recommendation: A suggestion or proposal for action to be taken to address a problem or issue, recommendations are a critical component of incident investigation and reporting, as they help to identify and address potential risks, and minimize the harm caused by incidents, for instance, a recommendation may involve modifying equipment, providing training to employees, or changing procedures, and employers should ensure that recommendations are implemented and monitored to ensure their effectiveness.

Regulation: A rule or law that governs a particular activity or industry, regulations are essential tools in incident investigation and reporting, as they provide a framework for identifying and managing risks, and ensuring compliance with relevant laws and regulations, for example, the Health and Safety at Work etc. Act 1974, and the Management of Health and Safety at Work Regulations 1999, are regulations that govern the health and safety of employees in the United Kingdom, and employers should ensure that they are aware of and comply with relevant regulations.

Risk: The likelihood of a hazard or threat occurring, and the potential consequences of that occurrence, risk is a critical component of incident investigation and reporting, as it helps to identify and address potential risks, and minimize the harm caused by incidents, for example, a risk assessment may involve identifying hazards, assessing the likelihood and potential consequences of the hazard, and implementing measures to mitigate the risk, and employers should conduct regular risk assessments to identify and mitigate hazards in the workplace.

Risk Assessment: The process of identifying and evaluating risks, and implementing measures to mitigate or control those risks, risk assessments are essential tools in incident investigation and reporting, as they help to identify and address potential risks, and minimize the harm caused by incidents, for instance, a risk assessment may involve identifying hazards, assessing the likelihood and potential consequences of the hazard, and implementing measures to mitigate the risk, and employers should conduct regular risk assessments to identify and mitigate hazards in the workplace.

Root Cause: The underlying cause of an incident, including the fundamental reasons why the incident

occurred, root cause is a critical component of incident investigation and reporting, as it helps to identify the underlying causes of an incident, and inform the development of corrective actions, for example, a root cause analysis may identify a combination of factors such as human error, equipment failure, and inadequate training, and the investigation should consider multiple perspectives and sources of information to determine the underlying causes of the incident.

Safety: The protection of people and property from harm or damage, safety is a critical component of incident investigation and reporting, as it helps to identify and address potential risks, and minimize the harm caused by incidents, for instance, employers in the United Kingdom must comply with the Health and Safety at Work etc. Act 1974, and the Management of Health and Safety at Work Regulations 1999, and employers should regularly review and update their health and safety policies and procedures to ensure they remain relevant and effective.

Stakeholder: An individual or organization that has an interest in the outcome of an incident, including employees, customers, and regulatory agencies, stakeholders are critical stakeholders in incident investigation and reporting, as they are often directly affected by incidents, and their participation is essential in identifying and addressing potential risks, for example, stakeholders may include employees, customers, suppliers, and regulatory agencies, and employers should ensure that stakeholders are informed and involved in the incident investigation and reporting process.

Training: The process of educating and equipping employees with the skills and knowledge needed to perform their jobs safely and effectively, training is a critical component of incident investigation and reporting, as it helps to identify and address potential risks, and minimize the harm caused by incidents, for instance, employers in the United Kingdom must provide employees with adequate training on health and safety matters, and employers should ensure that training is provided regularly and is relevant to the employee's role and responsibilities.

Witness: An individual who has first-hand knowledge of an incident, and can provide evidence and testimony about what happened, witnesses are critical stakeholders in incident investigation and reporting, as they can provide valuable insights and information about the incident, and their participation is essential in identifying and addressing potential risks, for example, witnesses may include employees, customers, or bystanders, and employers should ensure that witnesses are interviewed and their statements are documented as part of the incident investigation and reporting process.