



Coventry City Council

UNCLASSIFIED

Resources Directorate
C West
Executive Director

Council House
Earl Street
Coventry
CV1 5RR

Telephone: 024 76 833236
infogov@coventry.gov.uk

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Dear

Freedom of Information Act (FOIA) 2000

Thank you for your recent request for information. Your request has been considered under the above Act. You have requested the following information.

How are Accident/Incidents managed within the Council?

Are they via paper and spread sheets or by a specific software application?

If it's the latter, which application is it and when is the contract up for renewal?

Response:

- Line managers are required to report all incidents including near misses involving employees whilst at work, this includes specific school pupil incidents. Those involving service users and members of public are only required to be reported if the accident / incident was in connection with an activity undertaken by the authority or on the behalf on the authority or as a result of the condition of council owned premises.
- All accidents / incidents are logged on SHE ASSURE; a web based health and safety management system maintained by a 3rd party.
- The contract is renewed on an annual basis; the current subscription for 2016/17 has just been renewed.

The supply of information in response to a freedom of information request does not confer an automatic right to re-use the information. You can use any information supplied for the purposes of private study and non-commercial research without requiring further permission. Similarly, information supplied can also be re-used for the purposes of news reporting. An exception to this is photographs. Please contact us if you wish to use the information for any other purpose.

Should you wish to make any further requests for information, you may find what you are looking for is already published on the [Council's web site](#) and in particular its FOI/EIR [Disclosure log](#), [Council's Publication Scheme](#), [Open Data](#) and [Facts about Coventry](#).

If you are unhappy with the handling of your request, you can ask us to review our response. Requests for reviews should be submitted within 40 days of the date of receipt of our response to your original request – email: infogov@coventry.gov.uk

If you are unhappy with the outcome of our review, you can write to the Information Commissioner, who can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or email casework@ico.org.uk.

Please remember to quote the reference number above in your response.

Yours sincerely

Information Governance