



Build UK Incident Alerts System

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OBJECTIVE

The Build UK Incident Alerts System is designed to share information on serious incidents and accidents that have occurred on Build UK member construction sites to prevent similar occurrences on other sites.

The information contained within an Incident Alert must comply with the requirements set out in order for it to be distributed by Build UK.

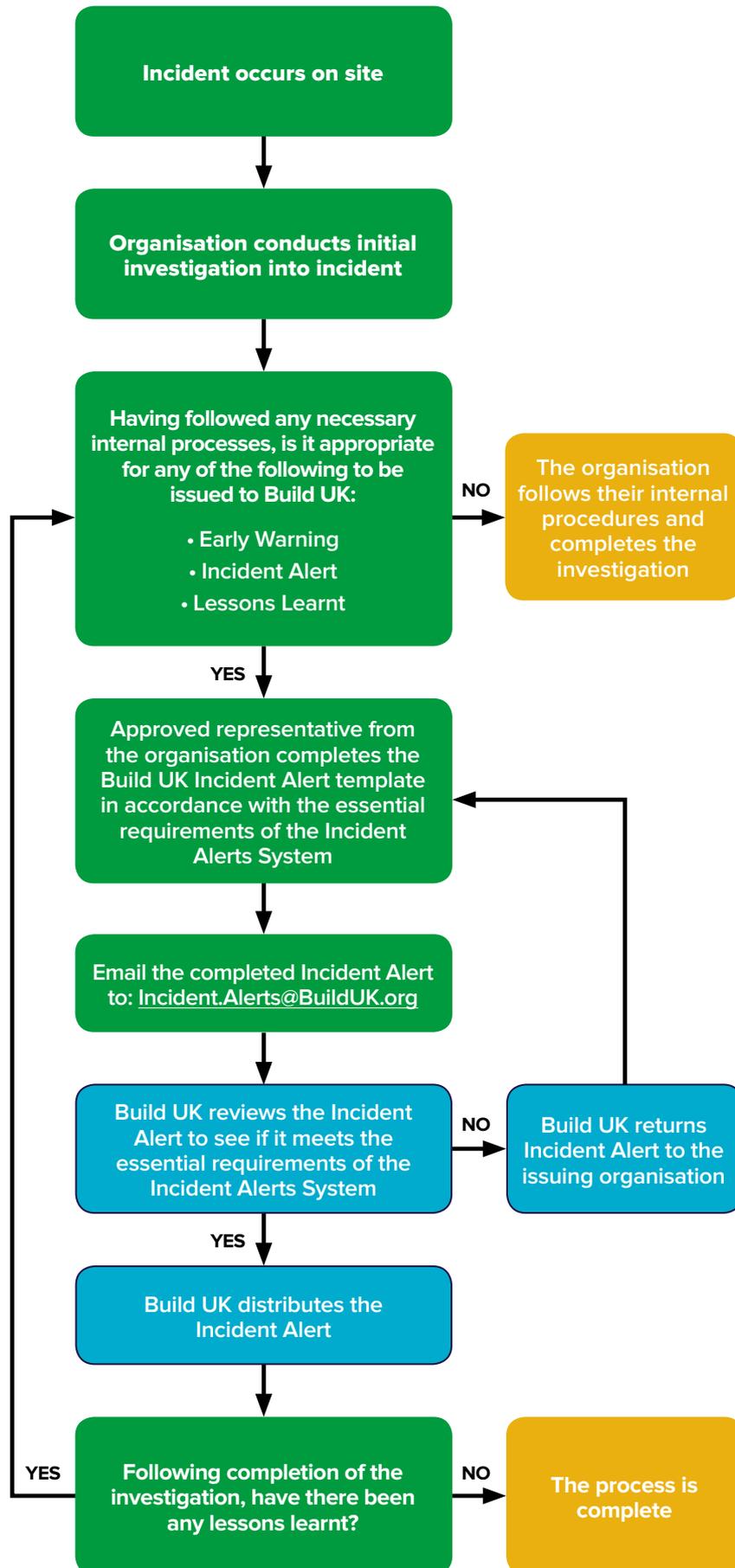
TYPES OF INCIDENT ALERT

- **Early Warning** - Advance notice that an incident has occurred, but full details are subject to an investigation and not yet available (e.g. equipment failure and the consequences).
- **Incident Alert** - Information on an incident that has occurred including any findings from an initial investigation (e.g. the reason why the equipment failed and subsequent actions taken).
- **Lessons Learnt** - An update on a previously issued Incident Alert setting out any knowledge that has been gained from a full investigation into the incident. Where company procedures have been amended following the incident, these should be specified (e.g. leadership and supervision, attitudes and behaviours, and risk management).

ESSENTIAL REQUIREMENTS OF AN INCIDENT ALERT

- ✓ The content within the Incident Alert could potentially assist in preventing a similar incident occurring to other Build UK members.
- ✓ An adequate level of investigation has taken place to warrant the type of Incident Alert being issued and any necessary internal processes have been followed prior to it being issued to Build UK.
- ✓ The Build UK Incident Alert template must be used and should ideally be no more than one page plus photos.
- ✓ The person completing the Build UK Incident Alert template must be approved by their organisation to do so, and have the authority to release the information to Build UK.
- ✓ The Incident Alert must not include any personal data (or sensitive personal data), to ensure that Build UK will not be processing any personal data for the purposes of The Data Protection Act 1998. “Personal data” consists of any information that relates to a person and/or information from which a person can be identified, directly or indirectly, such as name, date of birth, photographs, employer’s details, job title, location (i.e. where an individual works, lives or where the incident took place) or other factors specific to a person such as any distinguishing features (e.g. ethnic origin or significant details relating to an injury). Any details of an injury sustained as a result of an incident should only be included in the Incident Alert to the extent that they are necessary to explain the nature of the incident.
- ✓ The Incident Alert must be anonymised prior to it being issued to Build UK to prevent any individuals involved being identified as set out above. This means that any personal data relating to any individual should be removed, redacted or deleted before the Incident Alert is issued to Build UK. Any Incident Alert received by Build UK that contains personal data will be destroyed or deleted irretrievably.
- ✓ All information contained within the Incident Alert must be factual and verifiable.
- ✓ Any actions taken are for information only and should not be presented as recommendations.
- ✓ Where equipment/products are named within the Incident Alert, reasonable steps should have been taken to ensure the relevant organisations have been notified in advance of the Incident Alert being issued to Build UK.

Remember, there is no requirement to automatically produce an Incident Alert following an incident on site and the system should **not** be used for non-compliance with best practice or operational procedures.



Subject of Alert: (e.g. fall from height / plant turnover)		
Date of Incident:		Investigation Status:
Description of the Incident:		
Photos:		
Significant or Relevant Findings:		
Actions Taken:		
Build UK Reference Number:	Build UK Date Issued:	Page 1 of *

Disclaimer

This Incident Alert template is distributed by Build UK Group Limited for information purposes only. By submitting this Incident Alert to Build UK by email to IncidentAlerts@BuildUK.org, we

- (i) confirm that, as far as we are aware, the information provided contains no personal data (or sensitive personal data) and
- (ii) acknowledge and accept that it will be shared with third parties in an anonymised format.

Insert additional photographs:

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