



**Nottinghamshire
County Council**

Adult and Community Learning Service

LSC Learner Incident Management System

Briefing for Providers of ACLS Funded Courses

As you may already know, the LSC Learner Incident Management System changed, on 1st August 2007. The Learner Incident Record form and copies of the full guidance can still be accessed via the safe learner website www.safelearner.info.

The Specific Learner Incident Reporting Requirements as detailed in the contract will remain the same, i.e. the Contractor shall inform ACLS by telephone or fax immediately the Contractor becomes aware of the event (as defined in RIDDOR).

The Contractor shall complete a Learner Incident Record Form within 5 working days of The Contractor becoming aware of the event. These should be forwarded electronically to ACLS along with a copy of the F2508. ACLS will then send this information onto the LSC.

A summary of the changes follows.

Learner Incident Management System Significant Changes

There are now two Learner Incident Record forms (LIR), which is used to inform of any reportable deaths/major injuries/dangerous occurrences or over 3 day injuries; and the LIR (A Disease), used to inform of any reportable disease, such as poisonings, skin diseases, etc.

LSC will no longer be accepting the LSC F2508 duplicate; only a copy of the original F2508 (forms available from www.riddor.gov.uk).

The LIR and F2508 documents will need to be supplied electronically.

Changes to Learner Incident Record Forms

Part 1 – Learner Details

Additional heading:

- Learning Difficulties Code (listed in Guidance booklet)

Part 3 – Learner Health and Safety

Yes/No questions replaced by:

- Provide details of the Learner supervision arrangements in place at the time of the incident
- Provide a brief description of the work done by the Learner which might have led to them getting the disease (Do not repeat any information already provided on the attached F2508A).

Additional headings:

- Date Learner Returned to Programme/Work
- Number of Days lost

Part 4 – Incident Causation

New wording:

- identify and explain in line with “Investigating accidents and incidents” (HSG 245), the relevant immediate, underlying or root causation factors, following the Funded Organisation’s and/or the Employers incident investigation. Refer to LIMS FO – Appendix 3 – LSC Incident Causation Descriptions. There may be a combination of Causation Factors.
- Immediate Factors (Numbers and Explanations)
- Underlying or Root Factors (Numbers and Explanations)

Part 5 – Risk Control Measures and Lessons Learnt

New wording:

- Risk Control Measures: Provide details of any risk control measures taken by the Funded Organisation and/or where appropriate the Employer.
- Lessons Learnt: Identify any lessons that you, as the Funded Organisation have learnt as a result of this incident.

Part 7

Section removed.

If you have any queries please contact Kath Burgess on 01909 474029

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