

When to investigate and notify the enforcing authority

The employer's responsibilities are set out in Regulations 8(3) and 8(4). As the employer, if you suspect that a SAUE has, or may have occurred, or if you are informed about an incident, you must follow these steps:

- First, carry out an immediate preliminary investigation. If the preliminary investigation shows beyond reasonable doubt that the incident meets the specified criteria for a SAUE, you must notify the appropriate enforcing authority as soon as possible.
- Depending on the circumstances, you need to make the notification **no later than 2 weeks after discovering the incident**.
- Carry out a detailed investigation of the circumstances of the exposure or arrange for this to happen.
- Submit the report of this investigation to the appropriate enforcing authority **no later than 12 weeks** after the incident was discovered, regardless of the severity of the incident or any complications. This is irrespective of any timeframes of a health board or an employer's own timeframes for reporting serious incidents. If you cannot submit the report within the expected timeframe, you need to discuss with an inspector from the appropriate enforcing authority as early as possible.

Incidents involving ionising radiation that do not meet the dose threshold and notification criteria for SAUE still need to be investigated and analysed locally under Regulation 8(3). This includes near misses. You must record the analyses of these events, which should consider any thematic reviews and trend analyses.

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