



## **Accident Reporting Policy - RIDDOR**

### **Introduction**

The aim of this policy is to describe the action to be taken by employees in response to major injuries, dangerous occurrences, minor injuries, other incidents, near misses, and occupationally acquired diseases.

### **Policy Statement**

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 require certain categories of injury, disease or dangerous occurrence to be reported to the Health and Safety Executive (HSE) within specified times of their occurrence.

Reports must be made to the Manager on a completed Accident/ Incident Report Form. The decision on whether to make a statutory report to the HSE, will be made on behalf of The Joseph Trust by the Manager and board of Trustees.

Full and prompt completion of an Accident / Incident Report Form is essential so that The Joseph Trust can make any necessary statutory reports to the HSE, monitor and review incidents, and take action if necessary.

**Note:** The form also satisfies legislation for employees to notify their employer of all accidents at work.

Following a major injury to an employee or a dangerous occurrence as defined in the Regulations the Operations Manager will make a report to the local HSE office.

Accidents to visitors, which arise out of or in connection with work and which result in them being taken to hospital for treatment, may need to be reported to HSE in the same way.

The Manager must also make a report to the HSE if an employee, after an injury at work, is absent from work or unfit to carry out their normal duties at work for more than seven consecutive days. In this case, the report must be made, in writing, within 15 days of the accident.

Further information may sometimes become available after an Accident/Incident Report Form has been submitted (e.g. an employee may be subsequently unfit for work for more than 7 consecutive days, or a seemingly minor injury may later require medical treatment). In such cases, the Manager must be notified as soon as possible so that a report to the HSE can be made if necessary.

Copies of reports to the HSE are made available to the recognised trades unions, according to the requirements of the Safety Committees and Safety Representatives Regulations 1977.

The Manager should routinely investigate all accidents or incidents where reporting to the HSE is required, and will also investigate some others, even where minor injuries or less serious incidents are involved.

### Non Compliance

All employees have a role to play in enforcing the policy and are required to deal with any observed or reported breaches. Should employees feel apprehensive about their own safety in regard to addressing any breach, they should seek senior management support.

Failure to comply with this policy may lead to a lack of clarity over job role, learning needs or expected standards of performance, resulting in reduced effectiveness or efficiency, underperformance and putting service delivery at risk.

Any member of staff refusing to observe the policy will be liable to disciplinary action.

### Implementation of the Policy

All employees are required to adhere to and support the implementation of the policy. The Joseph Trust will inform all existing employees about this policy and their role in the implementation of the policy. They will also give all new employees notice of the policy on induction to The Joseph Trust.

This policy will be implemented through the development and maintenance of procedures for appraisals and one-to-one meetings, using template forms, and guidance given to both managers and employees on the process.

## **Deaths and injuries**

If someone has died or has been injured because of a work-related accident this may have to be reported. Not all accidents need to be reported, other than for certain gas incidents, a RIDDOR report is required only when:

- the accident is work-related
- it results in an injury of a type which is reportable

## **Types of reportable injury**

### **The death of any person**

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

### **Specified injuries to workers**

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- fractures, other than to fingers, thumbs and toes
- amputations

- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
  - covers more than 10% of the body
  - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness
  - requires resuscitation or admittance to hospital for more than 24 hours

For further guidance on specified injuries is available.

### **Over-seven-day incapacitation of a worker**

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

### **Over-three-day incapacitation**

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

### **Non fatal accidents to non-workers (eg members of the public)**

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury' (see above).

## **Occupational diseases**

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;

- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Further guidance on occupational diseases is available.

Specific guidance is also available for:

- occupational cancers
- diseases associated with biological agents

## Dangerous occurrences

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- the accidental release of any substance which could cause injury to any person.

Further guidance on these dangerous occurrences is available.

Additional categories of dangerous occurrences apply to mines, quarries, offshore workplaces and relevant transport systems (railways etc).

## Gas incidents

Distributors, fillers, importers & suppliers of flammable gas must report incidents where someone has died, lost consciousness, or been taken to hospital for treatment to an injury arising in connection with that gas. Such incidents should be reported using the Report of a Flammable Gas Incident - online form.

Registered gas engineers (under the Gas Safe Register,) must provide details of any gas appliances or fittings that they consider to be dangerous, to such an extent that people could die, lose consciousness or require hospital treatment. The danger could be due to the design, construction, installation, modification or servicing of that appliance or fitting, which could cause:

- an accidental leakage of gas;
- incomplete combustion of gas or;
- inadequate removal of products of the combustion of gas.

Unsafe gas appliances and fittings should be reported using the Report of a Dangerous Gas Fitting - online form.

### Monitoring Policy

The policy will be monitored on an on-going basis, monitoring of the policy is essential to assess how effective the Company has been.

### Reviewing Policy

This policy will be reviewed and, if necessary, revised in the light of legislative or codes of practice and organisational changes. Improvements will be made to the management by learning from experience and the use of established reviews.

### **Policy Amendments**

Should any amendments, revisions, or updates be made to this policy it is the responsibility of the Manager to see that all relevant employees receive notice. Written notice and/or training will be considered.

### **Additional Information**

If you require any additional information or clarification regarding this policy, please contact your manager. To the extent that the requirements of this policy reflect statutory provisions, they will alter automatically when and if those requirements are changed