Health and Safety Procedure - Accident Reporting

Huntingdonshire District Council

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1.0 SCOPE

This document sets out the Huntingdonshire District Council (HDC) procedure for reporting accidents and incidents and describes the actions needed to successfully ensure accident reports are effectively completed.

This procedure comes into effect from 6 April 2012 and will remain in force until it is withdrawn by the Authority.

2.0 PURPOSE

Reporting accidents is not only a legal requirement but also a very important way in which HDC can monitor how effective its safety policies and procedures are. It enables HDC to identify whether similar accidents are occurring over time and to provide evidence to a Court should legal action against the Council be initiated.

3.0 VALUE OF THIS PROCEDURE

3.1 All employees, agency workers, voluntary workers, visitors and contractors should know how to report appropriately any adverse incident, risks, harm or hazard associated with their work.

3.2 The procedure should facilitate accurate and timely reporting of incidents/accidents.

3.3 All incidents/accidents will be acted upon promptly and RIDDOR accident reporting will comply with the law.

3.4 Accident and incident reports will be collated, contextualised and presented by the Corporate Safety Advisor and/or Operations and Leisure safety co-ordinators in reports to the Safety Advisory Group (SAG). The reports will allow SAG to identify the potential for any policy, systems, management or training deficiency.

4.0 DEFINITIONS

4.1 Accidents are defined by HDC as events that have caused:

4.1.1 Injury to a person; or

4.1.2 Occupational disease to a person; or

4.1.3 A dangerous occurrence, defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

4.2 Incidents are defined by HDC as events that involve:

4.2.1 A near miss, that could have resulted in an accident as defined above.

4.2.2 Contamination of an individual or a workplace by a substance that does not result in immediate harm but could have long term health consequences.

4.2.3 An event in which one or more vulnerable/young persons are involved in an accident that results in an injury requiring no first aid treatment but may if not properly documented result in HDC being unable to demonstrate they acted in a proper and responsible manner.

5.0 RIDDOR ACCIDENTS

RIDDOR accidents are defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995. Types of reportable injury detailed in RIDDOR include:

5.1 **People at work**
Deaths
Major injuries
Over- seven-day injuries

5.2 **People not at work**
Where a member of the public or person who is not at work has died or injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital for treatment.

Note: Sporting injuries are not usually reportable **i**f the injury to the person arose out of the normal participation of the activity. However, injuries should be reported if they were due to defective equipment or failings in the organisation and management of an event.

5.3 **Reportable major injuries are:**
Fracture, other than to fingers, thumbs and toes;

Amputation;

Dislocation of the shoulder, hip, knee or spine;

Loss of sight (temporary or permanent);

Chemical or hot metal burn to the eye or any penetrating injury to the eye;

Injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;

Any other injury leading to hypothermia, heat-induced illness or unconsciousness, or requiring resuscitation, or requiring admittance to hospital for more than 24 hours;

Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent;

Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;

Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

5.4 **Over 7 day injuries**

This is where an employee or self-employed person is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

6.0 GENERAL STATEMENT

6.1 This procedure outlines the actions that are to be adopted when any employee, agency worker or contractor experiences an accident, near miss or dangerous occurrence on Council land (or in Council premises) during the course of their employment. This policy will also apply to non-employees

(e.g. members of the public, children and adults taking part in leisure activities etc.). Procedures are also included for HDC employees who may be injured while at work but offsite.

6.2 All employees need to be informed by their line manager of the parts of this accident reporting procedure relevant to them. For most staff this will involve no more than knowing the importance of reporting all accidents, the location and correct completion of the accident book.

6.3 All accidents and incidents are to be reported to the relevant Head of Service/Activity Manager.

7.0 HEADS OF SERVICE/ACTIVITY MANAGER'S RESPONSIBILITIES

7.1 Heads of Service or nominated Activity Managers should report RIDDOR accidents to the HSE Incident Contact Centre (ICC). In certain circumstances it may be appropriate to delegate this responsibility to a nominated person. Both RIDDOR and all non-RIDDOR accidents should be reported to ~~Human Resources~~ the Council's Health and Safety Advisor.

7.2 If the incident involves a major injury or worse, the Head of Service/Activity Manager for the relevant service will ensure that the Head of Paid Service/MD is promptly informed of the incident.

7.3 Ensure their designated First Aiders keep and fill in the relevant accident report forms whenever any treatment is given or advice offered by them.

7.4 Heads of Service/Activity Managers will ensure:

7.4.1 HDC accident report forms are available.

7.4.2 That a responsible person is nominated to investigate any reported incident. Often this will be the injured person's line manager and may require consultation with the first aider if treatment or advice had been given

7.4.3 HDC accident report forms are updated with information on what action has been taken and forwarded to ~~Human Resources~~ the Council's Health and Safety Advisor as soon as practical.

8.0 RESPONSIBILITIES OF MANAGERS/NOMINATED OFFICERS

8.1 **Managers or Nominated Officers** will:

8.1.1 If nominated by their head of service, report RIDDOR incidents to the HSE Incident Contact Centre, in the appropriate time frame.

8.1.2 Inform their Head of Service/Activity Manager promptly when accident/incidents/near-misses are reported to them.

8.1.3 Keep records of the date of notification to the Incident Contact Centre (ICC) and the method of the notification.

8.1.4 Monitor accident and near miss trends and report concerns to their Head of Service/Activity Manager as appropriate.

8.1.5 Ensure HDC accident Report Forms are correctly completed

8.1.6 Monitor reports and report any deviation from good practice to their head of service.

9.0 REPORTING RESPONSIBILITIES OF FIRST AID TRAINED PERSONNEL

9.1 It is the responsibility of a First Aider to:

9.1.1 Record any first aid treatment or advice given by completing the First Aid section on the appropriate accident report forms.

9.1.2 Inform the employee in receipt of treatment that they have a duty to report accidents in writing to their Line Manager.

9.1.3 Ensure the partly completed accident report form is passed promptly to their activity manager for action.

10.0 CORPORATE ACCIDENT REPORTING

~~Human Resources~~ The Council's Health and Safety Advisor is to receive all accident reports from Managers/nominated officers for scanning, filling and subsequent use in trend analysis.

10.1 ~~Human Resources~~ The Council's Health and Safety Advisor is to keep a corporate record of all accidents reported to him. An electronic record is to be maintained.

11.0 SAFETY ADVISOR

11.1 The safety advisor is responsible for monitoring all incidents reported throughout the organisation and reporting outcomes to the Safety Advisory Group (SAG):

Work Telephone Number:	01480 388079
Mobile Number:	07767 354380
Email address:	Safety.advisor@huntingdonshire.gov.uk
Work Address:	Environmental and Community Health Services Huntingdonshire District Council Pathfinder House

11.2 Ten days prior to each scheduled meeting of SAG, Democratic Services is to have been sent the accident/ill-health statistics and other relevant information, for the preceding quarter from the Safety Advisor, One Leisure and Operations Division safety co-ordinators.

11.3 The Safety Advisor, One Leisure and Operations Division safety co-ordinators are to collate, contextualise and present that information in a report that allows SAG to identify the potential for any policy, systems, management or training deficiency.

12.0 REPORTING ACCIDENTS TO THE HSE'S INCIDENT CONTACT CENTRE (ICC)

12.1 It is the Nominated Officer's responsibility either to inform the ICC of RIDDOR accidents or to advise their Head of Service so that they can.

12.2 The report of RIDDOR accidents to the ICC is as follows:

12.2.1 **By Telephone**: The telephone service is for reporting fatal and major injuries **only** - call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

12.2.2 **On line**: Complete the appropriate online report found at the link below. The form will then be submitted directly to the Incident Contact Centre. You will be sent a copy for your records. www.hse.gov.uk/riddor/ (link last tested 23 January 2012).

12.3 RIDDOR gives two types of injuries that must be reported if the person was at work – 'major injuries' and 'over-seven-day injuries'. Further information about what is to be reported and the time frames to be achieved can be found at: http://www.hse.gov.uk/riddor/. The page is regularly updated. The following HSE publication: "L73; A Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995" may also assist. A copy is held by the Health and Safety Advisor.

13.0 EMPLOYEES RESPONSIBILITIES

13.1 Employees should report

13.1.1 All accidents resulting in personal injury.

13.1.2 All incidents that had the potential to cause serious harm.

13.1.3 Any situation when equipment is involved in an event or near miss which had a potential to cause major injury.

13.1.4 Any incident involving verbal abuse, anti-sociable behaviour, racial or sexual harassment or physical assault whether or not injury occurs. (Note: there are separate confidential policies and procedures for reporting violent incidents.)

13.1.5 Any incident no matter how small, involving fire or fire warning systems, including false alarms.

13.1.6 Any incident involving vehicles

13.2 Where an accident results in absence from work, employees must keep their Service/Activity manager informed of their progress.

13.3 Employees should note this reporting system does not replace other systems such as those concerned with security incidents, reporting of stress or violent incidents.

14.0 HOW TO REPORT ACCIDENTS/INCIDENTS.

14.1 All accidents resulting in personal injury must be recorded on HDC accident report forms. Accident report form booklets are available from HDC's document centre and are available at all the first aid points. The forms can either be completed by the injured person (minor injuries) / the first aider/the person reporting the incident or by the nominated officer. If an injury renders an employee unable to report an injury to a responsible person, a witness or someone who is able to enter an account of the incident should report the incident. The employee's account must be entered as soon as they are well enough to receive visits from non-family persons.

14.2 All near misses should also be reported on HDC accident report forms as soon as possible.

14.3 In an emergency were medical assistance, e.g. an ambulance is required, the emergency services must be called at the first opportunity. Once the injured person has been made safe and/or handed over to the emergency services the incident/accident should be reported to the Head of Service/Activity Manager or nominated officer by the fastest means possible.

15.0 ACCIDENT REPORTING PROCEDURE FOR VISITORS/CONTRACTORS

15.1 Any non-employee who is involved in an accident or near-miss incident whilst on HDC's premises must report the incident immediately to the person responsible for his or her presence on site (their host). If the host is not available, the Visitor/Contractor must obtain the assistance of a responsible person to ensure that the HDC's procedure is adhered to.

16.0 ACCIDENT REPORTING PROCEDURE – HOME WORKERS AND THOSE NOT ON HDC PREMISES

16.1 HDC's accident reporting procedure applies to everybody at work including home-workers.

16.2 Home-workers and those working off-site are required to report any accidents to their Head of Service/Activity Manager where the incident occurs during the agreed working hours or resulting from Council work activities.

17.0 ACCIDENT REPORTING PROCEDURE WHERE MEMBERS OF THE PUBLIC ARE INVOLVED

17.1 If an injury occurs to a member of the public on HDC's premises that results in their removal from site for hospital treatment, this must be immediately notified to the Head of Service/Activity Manager or their Nominated Officer.

17.2 In the event of the person not requiring hospital treatment, the employee(s) witnessing the accident should encourage the injured person (or their parent/carer) to provide as much information as they are prepared to give. All information gained should be entered on HDC accident report forms. Note: that accident forms will contain personal information to which the Data Protection Act will apply. If necessary reassurance should be offered as to how any personal information will be handled and what its use will be.

18.0 REVIEW OF POLICY

18.1 The SAG will review this Policy every year or sooner if changes are made to legislation, the Council structure or issues emerge as a result of monitoring during the year.

19.0 RECORDS

19.1 It is a legal requirement to keep a record of any reportable death, injury, occupational disease or dangerous occurrence, and all occupational accidents and injuries that result in a worker being away from work or incapacitated for more than seven consecutive days (not counting the day of the accident but including any weekends or other rest days).

19.2 It is also important to keep records of accidents that resulted in fewer than seven days away from work together with their investigation report. Copies of all documentation concerning injuries or ill health events involving HDC employees should be copied for inclusion on their personal files.

19.3 Local records of all accidents and incidents should be retained for a minimum of three years from the date of the event, and then kept as a historical record (for those employees under 18 years they should be retained for 3 years after the person reaches maturity). Records that have been transferred to personal files should remain on file until the file is destroyed in accordance with HDC's retention policy.

19.4 HDC must keep RIDDOR records so that they can be quickly produced when asked for by HSE inspectors.

ANNEX A

INFORMATION THAT SHOULD BE SOUGHT IF AN ACCIDENT REPORT FORM IS NOT AVAILABLE

The information supplied to or by the Service/Activity Manager or nominated officer should cover the following points, with an indication of which points do not apply to the accident being reported.

- Person reporting, name, contact details, appointment.
- Type of incident (Fatality/Injury/Incident/Contamination).
- Location of incident.
- Date and time of incident.
- Details of event including the details of equipment directly involved.
- Details of injured parties.
- Follow up action being taken.
- Are external agencies involved with the incident?
- If fatal incident, action being taken, including contacting Next of Kin.
- Point of contact name and telephone/fax numbers.

HDC Accident Report Forms

Employee Form

Employee Accident Report Form

HSC Use only

PFH		Ops Div		HLC		SILC		SNLC		RLC		SLC		Other	

Treated Person's Details

Name		Telephone N°	
Address			
Occupation		Task being performed	
Location		Equipment involved	
Injuries sustained		Date and time of injury	

State the cause of the accident and any treatment or advice given

Witness details												Continued overleaf		Y / N	
Seek medical advice if pain persists				Doctor recommended				Hospital recommended				Taken to hospital		Ambulance called	
Yes		No		Yes		No		Yes		No		Yes		Yes		No	

Detail all remedial action undertaken at the time of the accident

Activity stopped		Equipment checked		Area made safe		Area cleaned	

Confirmation of Actions

	Signed	Printed
Employee's details		
	Signed	Printed
First Aider's details		

For Completion by Supervising Officer

Was the employee authorised to do this	Yes				No		
Normal working hours on day of accident	From		To		Time work ceased		
Is the employee likely to be off work for more than three days as a result of the accident					Yes		No
Was the appropriate safety equipment being used/worn at the time of the accident					Yes		No
Is there a breach of safe working procedures					Yes		No

For Completion by Manager / H&S Adviser/ H&S Co-ordinator - Recommended Action

No action, unlikely to occur again		Should action be taken to prevent reoccurrence	
Should a safe working procedure be adopted		If the accident occurred because of negligence should disciplinary action be considered	
Refer to H&S Adviser for further action		Any other action recommended or remarks considered appropriate	
Details			

RIDDOR form	No		Yes		Date ICC informed		Copy to Insurers on
Further action required			None				

Name		**Signature**		**Date**	

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Non Employee Form

Non-Employee Accident Report Form

HSC Use only

PFH		Ops Div		HLC		SILC		SNLC		RLC		SLC		Other	

Treated Person's Details

Name		Telephone N°	
Address			
M		F		Age		School (pupils only)	

Witness Details

Name		Telephone N°	
Address			

Details of Accident

Date of injury		Time of injury	
Location		Activity/equipment	
Injuries sustained			

State the cause of the accident and any treatment or advice given

Continued overleaf Y/N

Seek medical advice if pain persists				Doctor recommended				Hospital recommended				Taken to hospital				Ambulance called			
Yes		No		Yes		No		Yes		No		Yes		No		Yes		No	

Detail all remedial action undertaken at the time of the accident

Activity stopped		Equipment checked		Area made safe		Area cleaned	

Confirmation of Actions

	Signed	Printed
Treated person or Guardian's details		
First Aider's details		

Follow up Information should be recorded overleaf stating when and by whom it was received

For Completion by Manager / H&S Adviser / H&S Co-ordinator

RIDDOR form	No		Yes		Date ICC informed		Copy to Insurers on	
Further action required			None				

Name		Signature		Date	

HPS-1068