



Accident Records Policy

Recording and Reporting Accidents to Staff, Contractor and Visitors, including RIDDOR

Recording

An accident book (which complies with data protection) is available for recording the details of all injuries etc. which occur 'at work'. An entry must be completed as soon as possible after any accident occurs.

Accidents to non-employees and members of the public which are attributable in some way to work organised by the company (e.g. an accident while moving a vehicle or the defective condition of premises, equipment or plant, where injury is suffered, must be recorded as an accident 'at work'.

In the first instance, all accidents should be notified in the accident book. If an injury is notifiable, it is recommended that the accident form which follows this procedure be completed to gain further information.

Investigation

An investigation should be carried out as soon as possible after any accident occurs, so that problem areas or procedures are identified, and remedial action can be taken if necessary.

Notification to the Health and Safety Executive

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations a Manager must notify as soon as possible by using the online form available on the HSE web page:

<http://www.hse.gov.uk/riddor/report> or by telephone in the case of serious or fatal injuries, accidents to employees causing either death or specified injury and certain industry related diseases suffered by employees

Dangerous occurrences

Accidents to members of the public where any are killed or taken from the premises to a hospital for treatment. There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent, and if no medical treatment is administered.

Accidents to employees which result in injury causing absence from work of more than **seven** days (incapacitation) not counting the day on which the accident happened must be notified within fifteen days of the accident occurring. Accidents must be recorded but not reported where they result in a worker being incapacitated for more than three consecutive days.

The notifiable specified injuries, reportable dangerous occurrences and reportable diseases relevant to the employer are as follows:

Specified Injuries

- Fracture other than to fingers, thumbs or toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Any burn injury (including scalding) which:
 - Covers more than 10% or the whole body's total surface area or
 - Causes significant damage to the eyes, respiratory system or other vital organs
- Any degree of scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space



Dangerous occurrences include:

- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment
- Explosion, collapse or bursting of any closed vessel or associated pipe work
- Electrical short circuit or overload causing fire or explosion
- When a dangerous substance being conveyed by road is involved in a fire or released
- Explosion or fire causing suspension of normal work for over 24 hours
- Sudden, uncontrolled release in a building of 100kg or more of flammable liquid, 10kg of flammable liquid above its boiling point, 10kg or more of flammable gas or 500kg of these substances if the release is in the open air

Accidental release of any substances which may damage health

- Serious gas incidents
- 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