



Policy for First Aid and Accident Reporting Policy

Under the Health and Safety (First Aid) Regulations 1981, all businesses must have appropriate means for enabling first aid at work. Following any such accident there is a requirement for the employee to report accident details to the employer. The employer then has duties to investigate and to notify the accident to the enforcing authorities where appropriate. The purpose of this policy therefore is to state who is responsible and what they must do in order to ensure adequate First Aid provision and Accident Reporting.

Manager responsibilities

1. You are responsible for ensuring that an ambulance or other professional help is summoned as soon as possible by the most appropriate means or other arrangements are made, as necessary.
2. You are responsible for ensuring that you have an adequate number of First Aid Personnel in your area, and the number of First Aid Personnel is monitored and reviewed. See Note⁽¹⁾.
3. You are responsible for ensuring that there are an adequate number of first aid boxes in the workplace, and that they are suitably stocked, and properly identified. See Note⁽¹⁾.
4. You are responsible for providing means for the accident to be recorded and to check that the accident details are a full and correct account of the accident. See Note⁽¹⁾.
5. You are responsible for following up accidents and ensuring that any remedial actions, where required, are carried out, to prevent recurrence.
6. You are responsible for ensuring that the Incident Contact Centre are notified where appropriate using the correct reporting method.
7. You are responsible for monitoring and reviewing accidents for your area and the Policy for First Aid and Accident Reporting.

Employee Responsibilities

1. You are responsible for advising management of all accidents. When you are injured at work, the law says that you must tell your employer as soon as possible. You do this by ensuring that details of the accident are recorded in the Accident Book.
2. You are reminded of your responsibilities to look after your own safety and the safety of others who may be affected by your acts or omissions, to use work equipment and personal protective equipment correctly, and not to misuse any item of equipment. If an accident does occur report it to your Manager immediately.

Note⁽¹⁾

Details of First Aid Personnel, First Aid Box(es) and Accident Book(s) are to be found on the Summary of First Aid Provision Sheet which should be read in conjunction with this Policy.

Authorised by:

Date

28/3/12

Print Name:

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Rev1

GUIDANCE NOTE

THE REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 2013

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 requires employers, and other people in control of work premises, to report and keep records of:

- Work related accidents which cause death;
- Work related accidents which cause certain serious injuries;
- Diagnosed cases of certain industrial diseases; and
- Certain dangerous occurrences.

Responsible Person:

Only 'responsible persons' including employers, the self-employed and people in control of work premises should submit reports under RIDDOR. In relation to a quarry, the responsible person is the operator of the quarry.

Deaths

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. This applies for up to one year following the date of the accident.

Specified Injuries:

Any of the following specified injuries must be reported:

- Any fracture, other than fingers, thumbs or toes;
- Any amputation;
- 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;
- Serious burns (including scalding) which:
 - Cover more than 10% of the body; or
 - Cause 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; or
 - Requires resuscitation or admittance to hospital for more than 24 hours.

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 a result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days.

Over-three-day Incapacitation of a Worker:

Accidents must be recorded, but need not be reported, where they result in a worker being incapacitated for more than three consecutive days

Injuries to Non-workers (e.g. Members of the Public):

Work-related 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 (as above).

Dangerous Occurrences:

Dangerous occurrences, irrespective of any personal injury resulting, should also be reported to the Incident Contact Centre. The list below gives a brief guide to the types of dangerous occurrences which should be reported:

- Lifting equipment
- Pressure systems
- Overhead electric lines
- Electrical incidents causing explosion or fire
- Explosives
- Biological agents
- Radiation generators and radiography
- Breathing apparatus
- Diving operations
- Collapse of scaffolding
- Train collisions
- Wells
- Pipelines or pipeline works
- Structural collapse
- Explosions or fire
- Release of flammable liquids and gases
- Hazardous escapes of substances

Further incidents may be reportable for specific workplaces, i.e. quarries.

Occupational Diseases:

Where, in relation to a person at work, the responsible person receives a diagnosis of any of the diseases listed below they must follow the correct reporting procedures:

- Carpal Tunnel Syndrome, where the person's work involves regular use of percussive or vibrating tools;
- Cramp in the hand or forearm, where the person's work involves prolonged periods of repetitive movement of the fingers, hand or arm;
- Occupational dermatitis, where the person's work involves significant or regular exposure to a known skin sensitiser or irritant;
- Hand Arm Vibration Syndrome, where the person's work involves regular use of percussive or vibrating tools, or holding materials subject to percussive processes, or processes causing vibration;
- Occupational asthma, where the person's work involves significant or regular exposure to a known respiratory sensitiser; or
- Tendonitis or tenosynovitis in the hand or forearm, where the person's work is physically demanding and involves frequent, repetitive movements.

Exposure to Carcinogens, Mutagens and Biological Agents:

Where, in relation to a person at work, the responsible person receives a diagnosis of:

- Any cancer attributed to an occupational exposure to a known human carcinogen or mutagen (including ionising radiation); or
- Any disease attributed to an occupational exposure to a biological agent.

Reporting Injuries, Diseases and Dangerous Occurrences:

Fatal and major/specified injuries must be reported by the quickest possible means to the Incident Contact Centre, and followed up by the completion of the 'Report of an injury' form available via the HSE website within 10 days of the incident (see www.hse.gov.uk/riddor).

Dangerous occurrences must be reported without delay by way of completion of the appropriate form on the website.

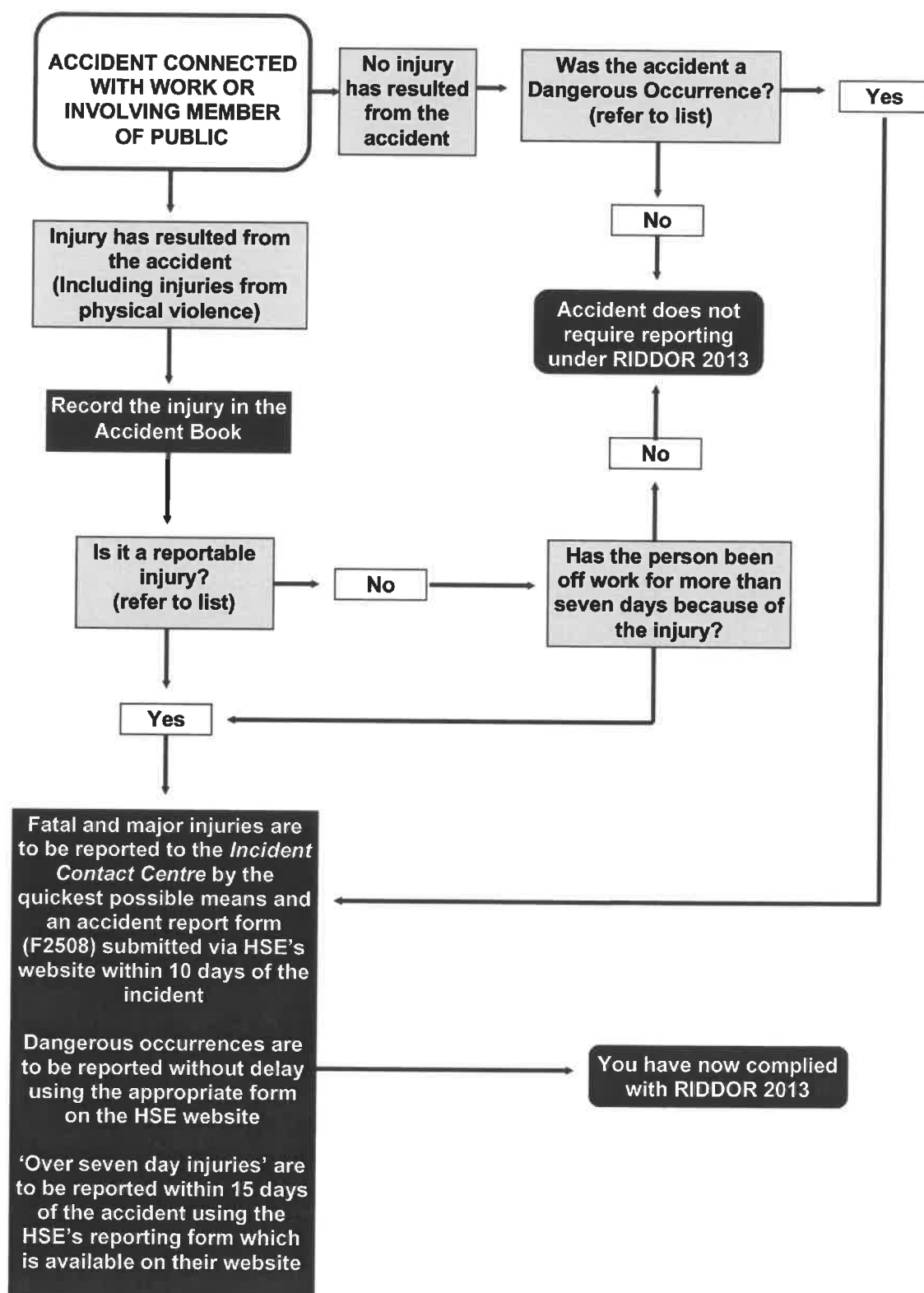
Over-seven-day injuries must be reported by completing the 'Report of an injury' form within 15 days of the incident.

Cases of occupational diseases, including those associated with exposure to Carcinogens, Mutagens or Biological Agents, must be reported as soon as the responsible person receives a diagnosis, using the appropriate on-line form.

The responsible person is required to keep records of every event which must be reported, and records of injuries that result in a person unable to carry out their normal duties for more than three days, for at least three years.

The diagram overleaf is provided to help decide when an incident should be reported.

Reporting Injuries and Dangerous Occurrences under RIDDOR





Report of an injury or dangerous occurrence

Filling in this form

This form must be filled in by an employer or other responsible person.

Part A

About you

1 What is your full name?

2 What is your job title?

3 What is your telephone number?

About your organisation

4 What is the name of your organisation?

5 What is its address and postcode?

6 What type of work does the organisation do?

Part B

About the incident

1 On what date did the incident happen?

2 At what time did the incident happen?

(Please use the 24-hour clock eg 0600)

3 Did the incident happen at the above address?

Yes ☐ Go to question 4

No ☐ Where did the incident happen?

☐ elsewhere in your organisation — give the name, address and postcode

☐ at someone else's premises — give the name, address and postcode

☐ in a public place — give details of where it happened

If you do not know the postcode, what is the name of the local authority?

4 In which department, or where on the premises, did the incident happen?

Part C

About the injured person

If you are reporting a dangerous occurrence, go to Part F. If more than one person was injured in the same incident, please attach the details asked for in Part C and Part D for each injured person.

1 What is their full name?

2 What is their home address and postcode?

3 What is their home phone number?

4 How old are they?

5 Are they

☐ male?

☐ female?

6 What is their job title?

7 Was the injured person (tick only one box)

☐ one of your employees?

☐ on a training scheme? Give details:

☐ on work experience?

☐ employed by someone else? Give details of the employer:

☐ self-employed and at work?

☐ a member of the public?

Part D

About the injury

1 What was the injury? (eg fracture, laceration)

2 What part of the body was injured?