**Accident Reporting Policy**

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# Introduction

## Policy statement

As part of its general duty of care outlined under the Health and Safety at Work etc. Act 1974 and the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) 2013, Sheerwater Health Centre recognises the importance of reporting all work-related accidents, incidents and near miss incidents which result in death or injury.

The collection and dissemination of this data is an important method of establishing accident prevention strategies for those working in the organisation or away from the premises.

Accidents that occur to members of the public or others who are not at work at the organisation’s premises must be reported if the injury results in death or the person being taken from the scene directly to hospital for treatment for that injury. There is no need to report an incident if a person is taken to hospital when no injury is apparent and this is only as a precaution.

Flammable gas related incidents are to be reported by the organisation that is responsible for supplying the gas.

This policy is written in accordance with:

* [The Health and Safety at Work etc. Act 1974](https://www.hse.gov.uk/legislation/hswa.htm)
* [The Management of Health and Safety at Work Regulations 1999](https://www.legislation.gov.uk/uksi/1999/3242/regulation/1/made)
* [The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) 2013](https://www.hse.gov.uk/riddor/)

The organisation requires notification of all work-related accidents, incidents and near miss incidents to be reported promptly to Nine Taylor by the most appropriate and effective method.

Additional information can be found in the organisation’s:

* [Health and Safety Handbook](https://practiceindex.co.uk/gp/forum/resources/health-and-safety-handbook-pdf-version.1923/)
* [Health and Safety Policy](https://practiceindex.co.uk/gp/forum/resources/health-and-safety-policy.809/)

## Status

The organisation aims to design and implement policies and procedures that meet the diverse needs of our service and workforce, ensuring that none are placed at a disadvantage over others, in accordance with the [Equality Act 2010](https://www.legislation.gov.uk/ukpga/2010/15/contents). Consideration has been given to the impact this policy might have regarding the individual protected characteristics of those to whom it applies.

This document and any procedures contained within it are non-contractual and may be modified or withdrawn at any time. For the avoidance of doubt, it does not form part of your contract of employment. Furthermore, this document applies to all employees of the organisation. Other individuals performing functions in relation to the organisation, such as agency workers, locums, and contractors, are encouraged to use it.

# RIDDOR definitions

## Work-related accident

A work-related accident is a separate, identifiable, unintended event that causes physical injury. The Health and Safety Executive (HSE) provides further [guidance](https://www.hse.gov.uk/riddor/key-definitions.htm) on this definition.

## Incident

An incident is an event which, although it does not cause injury or ill health, may have led to loss or damage.

## Non-consensual violence

Physical or verbal assault or threat of assault

## Near miss/dangerous occurrence

A near miss is an event which, although it did not cause harm, has the potential to cause injury or ill health.

Dangerous occurrences are defined under [RIDDOR](https://www.hse.gov.uk/pubns/indg453.pdf) and require certain specific adverse events to be reported to the enforcing authorities. Schedule 2 of RIDDOR lists 27 categories of incident that may occur in most workplaces where these have the potential to cause harm or death.

Whether or not such an incident is reportable calls for a reasonable judgement to be made as to the circumstances and the real, rather than notional, risk.

The list includes:

* The collapse of any structure, floor or wall during construction work
* The collapse of any temporary structure
* Overturning or failure of lifts or lifting equipment
* Electrical incidents causing explosion or fire
* Explosion or fire which causes a stoppage of more than 24 hours
* The release of flammable liquids or gases
* Release or spillage of substances that may cause harm in other ways

## Specified injury

Specified injury is defined under [RIDDOR](https://www.hse.gov.uk/riddor/reportable-incidents.htm) and requires the following to be reported to the enforcing authorities:

* Fractures (other than to fingers, thumbs and toes)
* Amputations
* 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
* Any scalping requiring hospital treatment
* Any loss of consciousness caused by a head injury or asphyxia
* Any other injury arising from working in an enclosed space that leads to hypothermia or requires resuscitation or hospital admittance for more than 24 hours.

There are other requirements that need to be reported as detailed in the above HSE link.

## Occupational disease

Certain diagnosed reportable diseases which are linked with occupational exposure to specified hazards must be reported under [RIDDOR](https://www.hse.gov.uk/riddor/occupational-diseases.htm):

* Carpal tunnel syndrome
* Severe cramp of the hand or forearm, tendonitis, or tenosynovitis
* Hand arm vibration syndrome (HAVS)
* Occupational dermatitis
* Occupational asthma
* Any occupational cancer
* Any disease attributed to an occupational exposure to a biological agent. This applies to staff who contract COVID-19 through a work-related incident (see also [section 2.7](#_COVID-19) below)

## COVID-19

HSE advises that RIDDOR reporting requirements relating to cases of disease, or deaths, from COVID-19 only apply within a primary care setting should an employee have been infected with coronavirus through being incidentally exposed to the virus.

The organisation will report under RIDDOR when one of the following circumstances applies:

* A workplace incident leads to the release of COVID-19
* A worker has been diagnosed with COVID-19 through occupational exposure
* A worker dies because of occupational exposure to the virus

The cases of COVID-19 that do not need to be reported under RIDDOR include:

* Disease or deaths of members of the public, patients, care home residents or service users
* An employee has infected another employee with coronavirus through general transmission in the workplace
* Where a member of the public has infected an employee with coronavirus through general transmission in the workplace, unless infection is likely to have occurred from working in an environment such as this organisation

Further reading can be sought at the HSE document titled [RIDDOR reporting of COVID-19](https://www.hse.gov.uk/riddor/coronavirus/index.htm).

# Policy

## Reporting methods

All accidents and incidents including near misses will be reported and recorded in the accident book held by the organisation where appropriate. It is important that all staff and workers know how to report an incident and to whom. The person receiving a report should also have adequate training/experience to know what is expected of them and the actions to take.

The report should be completed either by the injured person (for minor injuries), the first aider or the person reporting the incident should an injury render an employee unable to report it themselves.

Details of near miss incidents should be reported separately to the organisation.

## Investigations

All accidents and near misses will be investigated and the results recorded.

The person leading the investigation should have the necessary experience and/or have been appropriately trained in conducting investigations and have a sound knowledge of health and safety matters.

An investigation will help to determine:

* What went wrong
* Why it went wrong
* The risk of a similar incident happening again and how this may be reduced
* Relevant information for further investigations, either legally or for insurance purposes

At Sheerwater Health Centre this will be conducted by Nine Taylor, the Practice Manager or Louise Gray, the Deputy Practice Manager.

## RIDDOR

HSE has provided [A brief guide to the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR)](https://www.hse.gov.uk/pubns/indg453.pdf) which details that certain work-related accidents, diseases and dangerous occurrences will be reported to the enforcing authorities.

The organisation is responsible for ensuring that RIDDOR related accidents are reported and will only report accidents if they happen when:

* The accident is work-related; and
* It results in an injury of a type which is reportable

Therefore, the work activity must contribute to the accident. An accident is work-related if any of the following played a significant role:

* The way the work was carried out
* Any machinery, plant, substances or equipment used for the work
* The condition of the site or premises where the accident happened

The regulations detail a comprehensive list of reportable incidents. Most notable are:

1. Fatalities

These must be reported by the quickest method, usually by telephone, as soon as possible. Suicides are not reportable as it is deemed that death has not resulted from a work-related incident.

1. Specified injures as per [Section 2.5](#_Specified_injury)
2. Injuries that cause the employee to be incapacitated for more than seven days (not counting the day on which the accident happened)
	* Incapacitation means that the employee is absent or is unable to do work that they would reasonably be expected to do as part of their normal work
	* **Accidents must be recorded, but not reported** **when they result in a** worker being incapacitated **for more than three consecutive days**
3. Injuries to non-employees that result in them being taken directly to hospital for treatment. **Although it should be noted that there is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.**
4. Refer to [Section 2.6](#_Occupational_disease) for occupational diseases and [Section 2.7](#_COVID-19_1) for notification of COVID-19
5. Dangerous occurrences such as:
* The collapse, overturning or failure of lifts or lifting equipment
* Plant or equipment encountering overhead power lines
* Explosions or fires causing work to be stopped for more than 24 hours

Should an employee sustain injuries that lead them to be incapacitated for more than seven consecutive days because of a work-related accident or injury (not counting the accident but including weekends and rest days), this is required to be reported under RIDDOR.

The report must be made within 15 days of the accident.

Should an employee be incapacitated for more than three consecutive days, details of this will be recorded in the accident book.

## Exemptions

There are few exemptions to the requirement to report under RIDDOR, these are:

* Where an accident occurs during medical treatment, or any examination carried out or supervised by a doctor or dentist
* Where it would duplicate similar reporting requirements, for example under the [Ionising Radiation (Medical Exposure) Regulations 2017](https://www.legislation.gov.uk/uksi/2017/1322/made).

## How to report a RIDDOR incident

When reporting incidents under RIDDOR the following methods will be used:

1. Online

The organisation will complete the appropriate [online report form](https://www.hse.gov.uk/riddor/report.htm). The form will then be submitted directly to the RIDDOR database, and a copy of the report will be submitted to the organisation.

1. Telephone (Monday to Friday 8.30 am to 5 pm)

Fatal and major injuries are to be reported by telephone as well as online. For this purpose, contact the Incident Contact Centre (ICC) on 0845 300 9923

1. Out of hours (weekends, public holidays and between 5 pm – 8.30 am)

HSE has a duty officer to whom serious or major incidents are to be reported out of hours by telephoning 0151 922 9235.

Examples of such incidents are following:

* + A work-related death
	+ A serious incident where there have been multiple casualties
	+ An incident which has caused major disruption such as the evacuation of people, closure of roads, large numbers of people attending hospital etc.
1. Flammable gas incidents

In the event of a reportable incident occurring that involves flammable gas supplied to the organisation, this is to be reported to Speciality Oxygen Service Ltd (SOS), telephone 01257 254525.

## RIDDOR reporting when working away from the organisation

Should an employee sustain a reportable injury whilst working away from the premises, then the organisation will still ensure this is reported under RIDDOR.

# Summary

Whilst every effort is made to safeguard all employees of Sheerwater Health Centre, visitors, members of the public and others, it is recognised that work-related accidents may still occur for many reasons, e.g., human error, faulty equipment or failure to follow correct procedures and processes.

When such events do occur, the appropriate action is to be taken in accordance with this Accident Reporting Policy. In doing so, the organisation will comply with its legal obligations and it may also help to prevent any recurrence.