**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[[1]](#footnote-1) and the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 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.

Note: This policy has been amended to include Coronavirus (COVID-19).

## 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. Consideration has been given to the impact this policy might have in respect to the individual protected characteristics of those to whom it applies.

This policy and procedure are written in accordance with:

* The Health and Safety at Work etc. Act 1974
* The Management of Health and Safety at Work Regulations 1999[[2]](#footnote-2)
* The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) 2013[[3]](#footnote-3)

This document and any procedures contained within it are non-contractual and may be modified or withdrawn at any time.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 a contract of employment.

## Training and support

The organisation will provide guidance and support to help those to whom it applies to understand their rights and responsibilities under this policy. Additional support will be provided to managers and supervisors to enable them to deal more effectively with matters arising from this policy.

# Scope

## Who it applies to

This document applies to all employees of the organisation, visitors, members of the public and other individuals performing functions in relation to the organisation, such as agency workers, locums and contractors.

## Why and how it applies to them

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

# Definition of terms[[4]](#footnote-4)

## Work-related accident

A work-related accident is a separate, identifiable, unintended event that causes physical injury ([see 3.5](#_Specified_injury) for a list of specified injuries).

## 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 and require certain specific adverse events to be reported to the enforcing authorities.

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

## Specified injury

Specified injury is defined under RIDDOR 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 cause 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.

## Occupational disease

Certain diagnosed reportable diseases which are linked with occupational exposure to specified hazards must be reported under RIDDOR:

* 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 as well as patients who contract COVID-19.

# Policy/procedure

## Reporting methods

All accidents and incidents will be reported in the accident book held by the organisation. The report is to 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.

## Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) 2013

In accordance with RIDDOR, certain work-related accidents, diseases and dangerous occurrences will be reported[[5]](#footnote-5) to the enforcing authorities. The method of reporting is through the Incident Contact Centre (ICC).

The organisation is responsible for ensuring that RIDDOR related accidents are reported and will only report accidents if they happen “out of or in connection with work”.

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 possible, 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 3.5](#_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)

Note: 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.

1. Injuries to non-employees that result in them being taken directly to hospital for treatment
2. Occupational diseases. Refer to [3.6](#_Occupational_disease) and [4.3](#_How_to_report) for notification of COVID-19
3. Carcinogens, mutagens and biological agents
4. Dangerous occurrences such as the collapse, overturning or failure of lifts or lifting equipment

Should an employee sustain injuries that lead them to being incapacitated for more than seven consecutive days as a result 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.

## 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.[[6]](#footnote-6) 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

Fatal and major injuries are to be reported by telephone as well as online. For this purpose, the Incident Contact Centre (ICC) will be contacted on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

1. Out of hours (5 pm – 8.30 am)

The Health and Safety Executive (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
	+ Following a serious incident where there have been multiple casualties
	+ Following an incident which has caused major disruption such as 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 [insert the name and contact telephone number of the inflammable gas supplier].

1. COVID-19 Reporting[[7]](#footnote-7)

Cases of COVID-19 are also to be reported to the local [Health Protection Team](https://www.gov.uk/health-protection-team) using the appropriate notifiable diseases [form](https://www.gov.uk/government/publications/notifiable-diseases-form-for-registered-medical-practitioners) within three days or by telephone within 24 hours.

## 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. By so doing the organisation will comply with its legal obligations and may also help to prevent any recurrence.

1. [Health and Safety Work etc. Act 1974](https://www.hse.gov.uk/legislation/hswa.htm) [↑](#footnote-ref-1)
2. [The Management of Health and Safety at Work Regulations 1999](https://www.legislation.gov.uk/uksi/1999/3242/regulation/1/made) [↑](#footnote-ref-2)
3. [The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) 2013](https://www.hse.gov.uk/riddor/) [↑](#footnote-ref-3)
4. [Key Definitions (RIDDOR)](https://www.hse.gov.uk/riddor/key-definitions.htm) [↑](#footnote-ref-4)
5. [Brief Guide - Reporting accidents and incidents at work (RIDDOR)](https://www.hse.gov.uk/pubns/indg453.pdf) [↑](#footnote-ref-5)
6. [On-line Incident report form (RIDDOR)](https://www.hse.gov.uk/riddor/report.htm) [↑](#footnote-ref-6)
7. [Coronavirus (COVID-19) Listed as a notifiable disease](https://www.gov.uk/government/news/coronavirus-covid-19-listed-as-a-notifiable-disease) [↑](#footnote-ref-7)