



Accident Reporting Procedure

The definition of an accident is: -

An unplanned event, which causes injury to persons, damage to property or a combination of both i.e. a fall from height resulting in a fracture; incorrect operation of machinery leading to breakdown or damage.

The definition of a near miss is: -

An unplanned event that does not cause injury or damage but could have done so i.e. items falling near to personnel; short-circuits on electrical equipment.

The definition of a dangerous occurrence is: -

An unplanned incident that may not have caused a notifiable injury under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) but it had the potential to do so and must be reported to the enforcing authority. A list of dangerous occurrences that must be reported are shown in the RIDDOR Guide below.

The first priority when an accident occurs is to obtain first aid treatment for all injuries, if the incident is serious enough to warrant medical intervention any member of staff can call the emergency services.

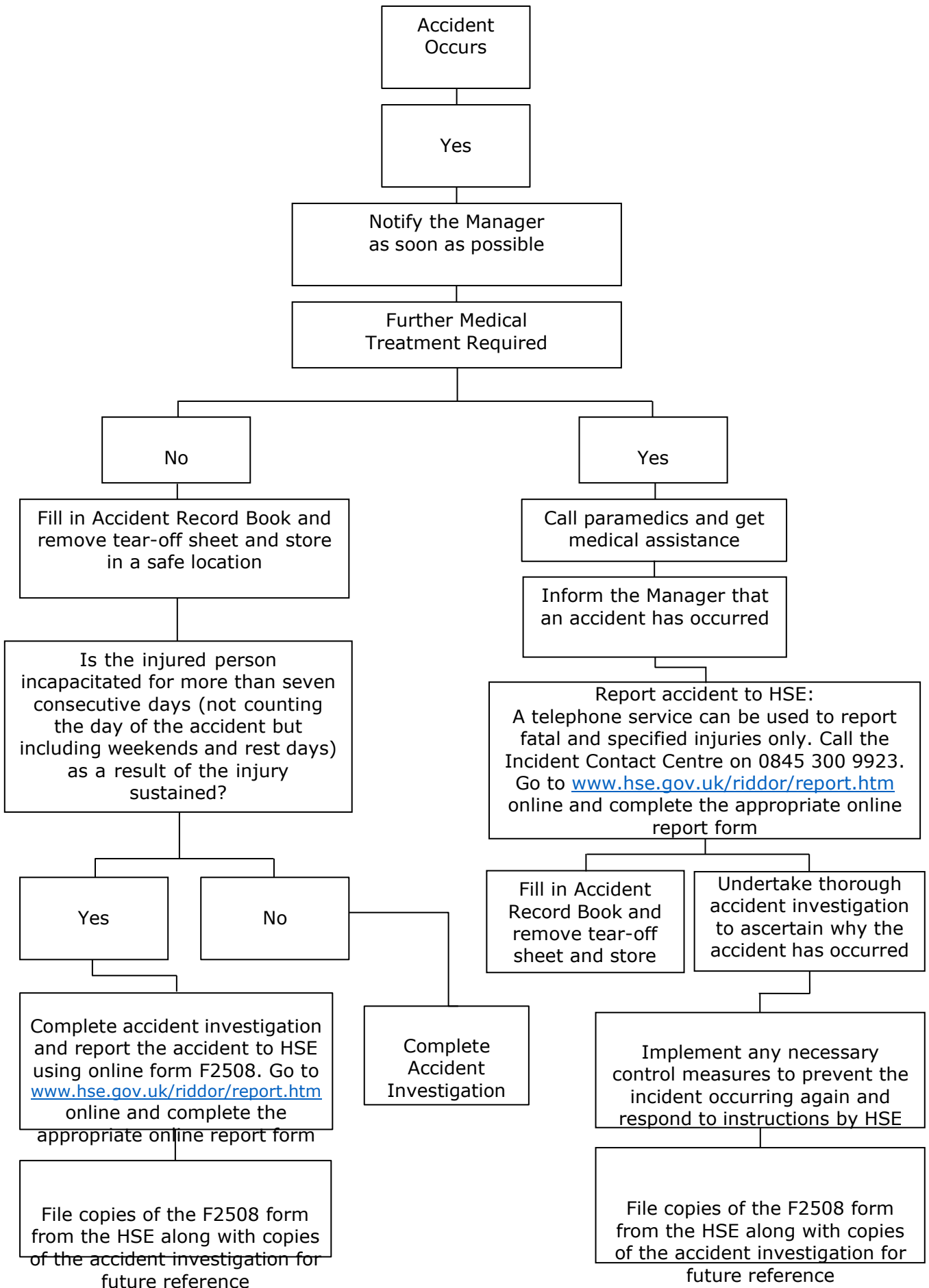
When the casualty has received suitable medical/first aid treatment, details of the accident should be recorded in the accident book for future reference.

In order to determine what corrective action is necessary to prevent a repetition, it is essential to isolate all contributing factors. This can only be done by an investigation. The outcome of all investigations will be communicated to all members of staff who need to take action as a result of an accident.

Accident investigations are carried out to establish the facts relating to the accident/incident not individual's opinions. Under no circumstances are they a mechanism to apportion blame, they are merely a management tool to prevent any possible recurrence of the incident.

In order to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) it is imperative that all specified injuries, reportable accidents and diseases and dangerous occurrences are reported to the enforcing authority. It is the responsibility of the Managing Director to investigate the accident/dangerous occurrence and contact the national incident centre immediately, when necessary. If there is any doubt about reporting accidents or dangerous occurrences the Managing Director should contact Seguro Management's advice line for further guidance.

All accident information that is entered into the accident book must be kept for a minimum of three years.





RIDDOR GUIDELINES

Reportable Accidents, Incidents, Near Misses & Diseases

The following events are reportable to the Health & Safety Enforcement Body:

Types of reportable injury

Deaths

All deaths to workers and non-workers must be reported if they arise from a work-related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.

Specified injuries to workers

If there is an accident connected with work and your employee, or a self-employed person working on your premises suffers a “specified” injury (including as a result of physical violence); or a member of the public is killed or taken to hospital; you must notify the enforcing authority without delay (e.g. by telephone on 0845 300 9923).

They will ask for brief details about your business, the injured person and the accident; and within 10 days you must follow this up with a completed accident report form ([F2508](#)).

Reportable specified injuries are:

- a fracture, other than to fingers, thumbs and toes;
- amputation of an arm, hand, finger, thumb, leg, foot or toe;
- permanent loss of sight or reduction of sight;
- crush injuries leading to internal organ damage;
- serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- scalpings (separation of skin from the head) which require hospital treatment;
- unconsciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Over-seven-day injury

If there is an accident connected with work (including an act of physical violence) and your employee, or a self-employed person working on your premises, suffers an over-seven day injury you must send a completed accident report form ([F2508](#)) to the enforcing authority within 15 days.

An over-seven-day injury 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).

Injuries to non-workers

Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured, and is taken from the scene of the accident to hospital for treatment to that injury. There is no requirement to establish what hospital treatment was actually provided, and noneed 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’ (see above).

Disease

If a doctor notifies you that your employee suffers from a reportable work-related disease you must send a completed disease report form ([F2508A](#)) to the enforcing authority. Reportable diseases include:

- 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;

Further guidance on [occupational diseases](#) is available.

Specific guidance is also available for:

- [occupational cancers](#)
- [diseases associated with biological agents](#)

Dangerous Occurrence

If something happens which does not result in a reportable injury, but which clearly could have done, it may be a dangerous occurrence which must be reported to the enforcing authority without delay by sending a completed dangerous occurrence report form ([F2508](#)).

Reportable dangerous occurrences are:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment other than an accessory for lifting;
- the failure of any closed vessel or of any associated pipework (other than a pipeline) forming part of a pressure system;
- plant or equipment coming into contact with overhead power lines close proximity with such an electric line, such that it causes an electrical discharge;
- Any explosion or fire caused by an electrical short circuit or overload (including those resulting from accidental damage to the electrical plant) which either:
 - results in the stoppage of the plant involved for more than 24 hours; or
 - causes a significant risk of death
- any unintentional fire, explosion or ignition at a site where the manufacture or storage of explosives requires a licence or registration;
- any accident or incident which results or could have resulted in the release or escape of a biological agent likely to cause severe human infection or illness;
- the malfunction of a radiation generator or its ancillary equipment used in fixed or mobile industrial radiography or equipment used in fixed or mobile industrial radiography or gamma irradiation;
- the malfunction of breathing apparatus where the malfunction causes a significant risk of personal injury to the user;
- malfunction of breathing apparatus while in use or during testing immediately before use;
- failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent;
- collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall;
- the collision of a train with any other train or vehicle;
- dangerous occurrence at a well (other than a water well);

- dangerous occurrence at a pipeline;
- the unintentional collapse or partial collapse of any structure, which involves a fall of more than 5 tonnes of material any floor or wall of any place of work;
- structural collapse arising from, or in connection with, ongoing construction work (including demolition, refurbishment and maintenance), whether above or below ground;
- the unintentional collapse or partial collapse of any falsework
- any unintentional explosion or fire in any plant or premises which results in the stoppage of that plant, or the suspension of normal work in those premises, for more than 24 hours;
- sudden, uncontrolled release in a building of:
 - 100 kg or more of a flammable liquid;
 - 10 kg or more of a flammable liquid above its boiling point; or
 - 10 kg or more of a flammable gas; or
 - 500 kg of these substances if the release is in the open air;
- the unintentional release or escape of any substance which could cause personal injury to any person other than through the combustion of flammable liquids or gases

Further guidance on these [dangerous occurrences](#) is available.

Gas incidents

Distributors, fillers, importers & suppliers of flammable gas must report incidents where someone has died, lost consciousness, or been taken to hospital for treatment to an injury arising in connection with that gas. Such incidents should be reported using the online form ([F2508G1E](#)).

Registered gas engineers (under the Gas Safe Register,) must provide details of any gas appliances or fittings that they consider to be dangerous, to such an extent that people could die, lose consciousness or require hospital treatment. The danger could be due to the design, construction, installation, modification or servicing of that appliance or fitting, which could cause:

- an accidental leakage of gas;
- incomplete combustion of gas or;
- inadequate removal of products of the combustion of gas;

Unsafe gas appliances and fittings should be reported using the online form ([F2508G1E](#)).