

Accidents, Diseases and Dangerous Occurrences Policy

Policy Purpose

Accidents, diseases and dangerous occurrences involving work activities and use of our buildings and facilities can occur at any time affecting employees, contractors, volunteers, pupils at our schools, service users and members of the public. A number of these have to be reported to the Health and Safety Executive, HSE, which is the Council's enforcing authority for health and safety at work.

This is the Council's policy on accidents, diseases and dangerous occurrences. It aims to make sure:

- these are reported promptly to the HSE where required
- accidents and incidents are prevented from recurring by making sure hazards are dealt with quickly.

Document Control

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Review required	

Introduction

1. The Council has a legal duty under the Health and Safety at Work Act 1974 to protect the health, safety and welfare of its employees. This duty also extends to protecting others who may be affected by our work, such as:
 - contractors and volunteers working on our premises
 - members of the public, service users and pupils using our buildings and facilities
 - tenants in Council housing.
2. Under the '**Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013**' or **RIDDOR**, we also have a legal duty to report accidents and ill health resulting from:
 - our work, or
 - the use of our buildings and facilities.
3. This policy aims to:
 - standardise and update the accident and incident reporting procedure across all directorates and schools
 - make sure **all** accidents, diseases and dangerous occurrences (even those that not reportable through RIDDOR) are reported to the Health and Safety Team (HST). This will allow accurate recording and analysis to ensure risk areas are targeted effectively.
 - make sure the Council meets its legal duty to report accidents, incidents and work-related disease
 - prevent accidents and incidents recurring or diseases developing by making sure hazards are dealt with quickly.

Legal requirements

4. Certain work-related accidents, incidents and ill health have to be reported to the **Health and Safety Executive** (HSE). The Health and Safety Team (HST) undertake all reporting of RIDDOR accidents, incidents and diseases involving employees and service users to the HSE.
5. There are **legal time limits** for letting the HSE know about reportable accidents and incidents. This means all employees must follow this policy to enable HST to make reports within those timescales.
6. The HSE may investigate accidents and illness reported to them. They have the power to prosecute the Council or its employees if:
 - health and safety arrangements are inadequate
 - specified accidents or reportable disease are **not** reported promptly.

Managers' responsibilities

7. Managers are responsible for:
- reporting all accidents, incidents, diseases and dangerous occurrences that happen within their service areas to the HST. It **isn't** the responsibility of the person involved in the accident or incident.
 - referring all potential cases of work-related disease to OH immediately
 - investigating all accidents, incidents, potential cases of work-related disease and dangerous occurrences
 - keeping appropriate accident, incident and ill-health records for the staff, services and premises they manage
 - completing the HST's accident investigation and reporting training course to meet corporate competency requirements.

The term manager within our H&S policies means everyone who has responsibility for managing employees, including school-based staff.

8. Remember that trade union health and safety representatives have a legal right to be informed about accidents and incidents in their workplace.

Information and advice

9. All corporate health and safety (H&S) documents, including policies, guidance notes and forms, are available on:
- [iDerby](#). To find them from the homepage, go to Occupational Health and Safety and then choose an appropriate theme.
 - the [Schools' Information Portal](#) on the Council's website.
10. You can also get copies from the Health and Safety Team by calling 01332 **640748** or emailing employee.healthandsafety@derby.gov.uk.
11. Managers with employees who can't access iDerby or the Schools' Information Portal must set up alternative arrangements to make sure they get appropriate H&S information. This might be by printing information off and circulating it or handing out copies at team meetings.

Reportable incidents

Death

12. Managers **must report immediately** any work-related accident which results in the death of:
- an employee
 - a self-employed person working on Council premises
 - a member of the public, service user, volunteer or pupil
- to their senior manager **and** the HST. Contact us by:

 - **64 0748** Minicom - **25 6666**
 - employee.HealthandSafety@derby.gov.uk

13. If an employee is injured in an accident at work and dies from the injuries **within one year of the accident**, a report must also be made.
14. **Remember** - you must **also** report these incidents under the Council's Serious Incident Policy.

Specified injuries

15. Managers must also report these specified injuries **immediately** by telephoning the HST:
 - fractures, other than to fingers, thumbs or toes
 - amputation of an arm, hand, finger, thumb, leg, foot and toe
 - permanent loss of sight or reduction of sight
 - crush injuries leading to internal organ damage
 - serious burns, including scalding (covering more than 10% of the body, or damaging eyes, respiratory system or other vital organs)
 - scalping (separation of skin from the head) which requires hospital treatment
 - unconsciousness caused by head injury or asphyxia
 - any other injury arising from work 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 injuries

16. These are any injuries, other than the listed specified injuries, which prevent an employee from doing their normal work for more than seven consecutive days. This will mean seven days **excluding** the day of the accident. Weekends do have to be included in calculations, regardless of whether the employee works them, as do rest days. Reports would be needed for these examples:
 - if an accident happens on a Thursday and the injured person is not fit to return to their work on the Friday of the following week
 - if an employee involved in an accident at work does not immediately take sick leave, but is subsequently signed off by their doctor because of their injuries.
17. The key point about this type of injury is that the person must be fit to carry out their **normal** contracted duties. If they are placed on 'light duties' instead of being absent, then the incident **must** still be reported. For example:
 - an employee trips over a cable badly spraining their left wrist. Unable to type, but wishing to remain at work, they are given telephone duties instead
 - a refuse collector strains his back and is unable to carry out his full range of duties. He is offered relief radio control duties until fit.

18. Managers **must** let HST know when any accident-related absence meets the over-seven-day trigger. Contact us **as soon** as you know an employee's absence will put them into this category, so we can complete the necessary report to the HSE. Bear in mind that you should get a fit note for any absence that extends beyond seven days.

Other accidents at work

19. The HSE require us to keep a record of over-three-day injuries and other minor accidents that occur, even if no absence results. For this reason, our reporting process and forms still require managers to report injuries involving less than seven days absence, along with all other types of accident.

Injuries caused by violence at work

20. Any deaths, major or over-seven-day-injuries caused by physical violence at work must be reported. This only applies to incidents involving employees, and would include injuries caused in these examples:
- a customer attacking an employee at a public counter
 - a fight between a supervisor and one of their employees over working practices
 - a service user attacking a home care worker.
21. **Remember** - you must also report these incidents under the Council's Abuse, Aggression and Violence Policy and Guidance and its Serious Incident Policy.
22. However, the Regulations **don't** cover injuries caused by violence:
- if the injured person consents to the act of violence
 - if it's an acceptable part of some types of professional sport, such as rugby or boxing
 - between employees during a fight over a personal matter
 - between an employee and a relative which takes place at work.

Injuries to the public

23. Work-related accidents don't just affect employees; they can also involve members of the public, service users, volunteers, pupils and trainees. Accidents linked to **any** Council work activity must be reported if a non-employee is involved. The report must be made to HST immediately if they:
- die
 - are injured and taken from the site of the accident directly to hospital for treatment.
24. Reports would be needed for these examples:
- a visitor trips on a worn carpet, suffers a head injury and becomes unconscious
 - a resident in a Council home trips over an electrical cable lying across a corridor and breaks a hip

- a pupil on work experience is taken to hospital after inhaling a dangerous substance.
25. Managers **must** make sure their employees are aware of the need to report incidents involving the public. If an incident does happen in a public area, employees must try to note down the personal details of the injured person. These details will be needed if:
- the person has to be taken or sent to hospital for treatment
 - any follow-up action needs to be taken
 - a report to the HSE is needed
 - a compensation claim is made against the Council.
26. **Remember** - you must also report any death and serious injury involving a member of the public under the Council's Serious Incident Policy. However, this **isn't** a substitute for action needed under this policy and guidance.

Reportable diseases

27. Certain occupational diseases and infections have to be reported to the HSE under RIDDOR. These are generally conditions known, or suspected, to be linked to particular working practices, chemicals or biological agents. Reportable diseases fit into these broad categories:
- Carpel 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.
28. Confirmation of reportable disease will be made by the Council's Occupational Health Physician in consultation with relevant specialists.
29. Managers must:
- contact Occupational Health (OH) as soon as possible about any suspected cases of work-related disease
 - refer employees to OH as agreed in initial discussions
 - send key documents, such as service risk assessments and monitoring results, to OH along with the referral. These are needed to help confirm that diseases are work-related.
 - carry out investigations jointly with OH and HST, as appropriate, to check protective measures and identify any improvements
 - implement and monitor any new control measures needed to protect individual employees and others who could be affected.

30. If you need any further information about reportable diseases or you think that an employee may have a disease related to their work, contact OH and HST.

Dangerous Occurrences

31. These are incidents which may not have caused any injury, but which had the **potential** to do so. They must be reported to your health and safety adviser as soon as possible after the incident.
32. There are 27 categories of reportable dangerous occurrences, which 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
 - explosions or fires causing work to be stopped for more than 24 hours
 - scaffolding collapse
 - failure of breathing apparatus.
33. Contact HST if you think that an incident may be a dangerous occurrence or you need any further information.

Incidents on public roads

34. You must report **all** road traffic accidents that happen on a work-related journey, **regardless** of whether anyone's injured. See the Council's Driving at Work Policy for more information.
35. You **must** also report any **specified injuries** or **dangerous occurrences** which happen on a public road, particularly if injury results from:
- exposure to any substance being carried by road
 - vehicle loading and unloading, such as by refuse collectors and delivery workers
 - construction, demolition, repair or maintenance jobs on or alongside roads, such as a motorist being hit by a falling scaffolding pole.

Reporting procedure

The report form

36. You can find the Council's accident report form, F2508, on our Occupational Health and Safety pages on iDerby and the Schools' Information Portal. There are two versions - an [eform](#) for completing online and a [Word document](#). You should use this form to report all work-related accidents or dangerous occurrences regardless of whether they need to be reported to the HSE or are just for internal records. Report forms must be completed and sent through to the HST as soon as possible. We must receive them **within 10 calendar days** of the accident date.

Who should complete the form?

37. If a Council employee is injured, then their **manager** or supervisor must complete the form. Similarly, if a volunteer, student on work experience, or trainee is hurt, then the manager responsible for them must do so. If a member of the public, a contractor, service user, or pupil is injured, then the report should be made by the officer in charge of the location or establishment.

Completing the form

38. The form **must be completed as fully as possible**. The key information to be included in each section is outlined below.

Part A

39. This section asks for details about the person completing the form. This should usually be a manager or supervisor. It should not be the injured person. Details must include their:

- **full name**
- job title
- **work** telephone number
- directorate's main administrative address and postcode.

Part B

40. This section asks for information about the incident, including:
- the date and time it occurred
 - the full postal address of the establishment or location. Don't forget to include the post code.
 - **exactly where** it happened.

Remember that we may have to investigate an accident, so give enough details to identify exactly where it happened.

Part C

41. This section asks for information about the injured person, including their:
- full name
 - **home address** (and post code)
 - contact telephone number
 - age, gender and ethnicity
 - job title
 - status, for example, employee, pupil, volunteer, member of the public
 - **employee number**. This is needed for our HR management information system.

Part D

42. This section asks for details about the injury, including:
- a description of the injury and parts of the body affected
 - the category of injury under RIDDOR - such as fatality, specified injury, over-seven-day injury

- how many days an injured employee was unable to carry out their normal work activities where this was less than seven days
- whether the person became unconscious.

Part E

43. This section lists a range of statements about the type of accident, and asks the person completing the form to decide which **one** best describes it.

Part F

44. This section must be used to describe what happened. It should include:
- a brief outline of the events leading up to the accident
 - details of any substances or machinery involved
 - details of what the injured person was doing.
45. This section also asks the person completing the form to describe the measures they have put in place to prevent similar accidents. This means the **practical management steps taken** to ensure safe working procedures, and **not** details of the first-aid treatment given to the injured person.

Part G

46. This section must be signed by **both** the person completing the form and the injured person. A typed name is sufficient if the form is completed electronically.
47. Once the form is complete, send it to the [HST](#).

Accident and incident investigation procedure

48. An accident and incident investigation procedure has been developed to help managers carry out an appropriate level of investigation. Use this to help you investigate the accident, and draw up recommendations and actions to prevent, or reduce, the chances of a recurrence. You can find a copy of the procedure on iDerby and the Schools' Information Portal.

Summary

49. If the incident involves a death, specified injury or listed dangerous occurrence, follow these steps...
- Make sure the situation is safe - don't become a casualty yourself.
 - Contact the emergency services if necessary.
 - Contact your senior manager and HST immediately.
 - Check that the scene isn't disturbed in case a formal investigation is needed.
 - If the incident involves a member of the public, note down their personal details.
 - Collect details from any witnesses.
 - Make sure a report form is filled in **without delay**. Remember there are legal reporting timescales to meet.
 - Follow the Council's Accident and Incident Investigation Procedure and, if applicable, the procedure in our Serious Incident Policy.