



J Sanders & Son

RIDDOR Accident and Incident Reporting Procedure

Introduction

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) require certain categories of injury, disease or dangerous occurrence to be reported to the Health and Safety Executive (HSE) within specified times of their occurrence. In addition, the Genetically Modified Organisms (Contained Use) Regulations require the separate reporting to HSE of any incident involving a significant and unintended release of genetically modified organisms (including micro-organisms) that presents an immediate or delayed hazard to human health or to the environment. In order to comply with these obligations, and as part of its arrangements for the management of health and safety, **J SANDERS & SON** requires prompt reporting of all accidents and incidents. Reports can be made on-line at: <http://www.hse.gov.uk/riddor/report.htm>

Reports must be made to a **J SANDERS & SON** Director on fully completed Accident/ Incident Report Forms. The decision on whether to make a statutory report to the HSE, and the report itself, will be made on behalf of **J SANDERS & SON** by the Director. This Policy Statement describes the action to be taken in response to major injuries, dangerous occurrences, minor injuries, other incidents, near misses, and occupationally acquired diseases. It also explains the role of the **J SANDERS & SON** Director in relation to such events.

Full and prompt completion of an Accident/Incident Report Form is essential so that **J SANDERS & SON** can make any necessary statutory reports to the HSE, effectively monitor and review accident trends and take remedial action where necessary. Note that the Form also satisfies the general requirement of social security legislation for employees to notify their employer of all accidents at work.

Following a major injury to an employee, or a dangerous occurrence as defined in the Regulations, the Director must make a report to the local HSE office by the quickest possible means: On-line reporting is now the fastest way to report serious incidents, go to: <http://www.hse.gov.uk/riddor/report.htm> and then follow it up in writing within 7 days.

Accidents to visitors, which arise out of or in connection with work and which result in them being taken to hospital for treatment, must be reported to HSE in the same way.

The Director must also make a report to the HSE if an employee, after an injury at work, is absent from work or unfit to carry out their normal duties at work for more than 7 consecutive days. In this case, the report must be made in writing within 7 days of the accident.

Further information may sometimes become available after an Accident/Incident Report Form has been submitted (e.g. an employee may be subsequently unfit for work for more than three consecutive days, or a seemingly minor injury may later require medical treatment). In such cases the Director must be notified as soon as possible, so that a report to the HSE can be made if necessary.



Departments should note that the Director will routinely investigate all accidents or incidents where reporting to the HSE is required, and will also investigate some others, even where minor injuries or less serious incidents are involved.

Fatal and Major injuries

In the event of any such fatal or major injury (to staff, volunteers, visitors or contractors)

- arrange for first aid assistance or an ambulance, as appropriate
- immediately notify a Director
- as soon as possible, complete an Accident/Incident Report Form and send to a Director

Dangerous occurrences

In the event of such a dangerous occurrence

- fire, explosion, major spillage or release of hazardous substances, including biological agents etc., complete an accident/incident report record and contact a Director immediately.
- make the situation safe, arranging for the emergency services to attend and contact a Director immediately.

In all cases defined above, the scene of the injury or dangerous occurrence must remain undisturbed (except to deal with continuing risk to persons or property) in case there is a need for examination by the HSE,

Minor injuries

- arrange for first aid assistance
- complete an Accident/Incident Report record for all minor injuries and return to the Director at the end of the week.

Other incidents or near misses

In any case not covered by the above categories, where there has been an incident or a near miss (i.e. an incident or accident which could potentially have caused serious injury or serious property damage)

- make the situation safe, arranging for the emergency services to attend if necessary
- immediately notify the Director
- as soon as possible, complete an Accident/Incident Report record and contact a Director immediately.

Occupational ill health

Cases of suspected occupationally-related ill health should be reported in the first instance to the Director. **J SANDERS & SON** will seek to establish a diagnosis, in conjunction, as required, with the individual's medical advisers. Incidents suspected of giving rise to such cases (e.g. a spillage or release of hazardous substances) should also be reported to the Director IMMEDIATELY.



Confidentiality

Some occupational diseases in employees are reportable to HSE if **J SANDERS & SON** receives a written diagnosis from a registered medical practitioner. A doctor would normally make such a disclosure to an employer only with the individual's informed consent. The reporting system required by RIDDOR and by this policy statement does not alter this aspect of the normal ethical considerations in a doctor-patient relationship. It follows, therefore, that there may be occasions when such consent is withheld and the Occupational Physician will make an anonymous report to HSE and/or the Director in order that a potentially hazardous environment can be assessed without compromising an individual's confidentiality.

Definition of major injuries, dangerous occurrences and diseases

Reportable major injuries are:

- fracture other than to fingers, thumbs or toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- Injury resulting from an electric shock or electrical burn leading to
- unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury: leading to hypothermia, heat-induced illness or
- unconsciousness; or requiring resuscitation; or requiring admittance to
- hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent;
- acute illness requiring medical treatment, or loss of consciousness arising
- from absorption of any substance by inhalation, ingestion or through the skin;
- acute illness requiring medical treatment where there is reason to believe
- that this resulted from exposure to a biological agent or its toxins or infected material.

Reportable dangerous occurrences are:

- collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- explosion, collapse or bursting of any closed vessel or associated pipe work;
- failure of any freight container in any of its load-bearing parts;
- plant or equipment coming into contact with overhead power lines;
- electrical short circuit or overload causing fire or explosion;
- any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion;



- accidental release of a biological agent likely to cause severe human illness;
- failure of industrial radiography or irradiation equipment to de-energize or return to its safe position after the intended exposure period;
- 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 meters' high, or erected near water where there could be a risk of drowning after a fall;
- unintended collision of a train with any vehicle;
- dangerous occurrence at a well (other than a water well);
- dangerous occurrence at a pipeline;
- failure of any load-bearing fairground equipment, or derailment or unintended collision of cars or trains;
- a road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released;
- a dangerous substance being conveyed by road is involved in a fire or released;
- unintended collapse of: any building or structure under construction, alteration or demolition where over five tons of material falls; a wall or floor in a place of work; any false-work;
- explosion or fire causing suspension of normal work for over 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;
- accidental release of any substance which may damage health.

Reportable diseases include:

- certain poisonings;
- some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne;
- lung diseases including occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma;
- infections such as leptospirosis, hepatitis, tuberculosis, anthrax, legionella's and tetanus;
- other conditions such as: occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.