

Accidents & Incidents Procedure Policy

Accident Procedure

Details of all accidents will be recorded in the Accident Book, and where appropriate investigated by a nominated Occupational Health & Safety Consultant. Employees are required to assist with any investigation of accidents and/or dangerous occurrences that take place within their work area. The requirements of RIDDOR will be followed in respect of any recordable/reportable accident or dangerous occurrence.

Statutory Notification of Accidents/Dangerous Occurrences

When a specified injury or dangerous occurrence has occurred, the HSE will be notified immediately and the accident report form will be completed online, this must be done no later than 10 days from the date of the incident. Others to be notified as soon as possible are, Occupational Health & Safety Consultant and the Company's insurers.

Notifiable occupational diseases will be reported to the HSE using their online reporting tool.

Where a person is absent from work or unable to perform their normal working duties as a result of a work-related incident/accident over 7 consecutive days, the HSE Incident Control Centre must be notified within 15 working days from the day of the accident.

Please note it will still be a requirement to record all over 3-day accidents, just no longer report them to the HSE. The entry in to the company accident book of over 3-day accidents will be a sufficient means of recording them.

All reportable accidents or dangerous occurrences will be investigated and a report issued. In their role as the Company's Safety advisors will assist with the investigation and give advice and guidance.

Action considered necessary to prevent a recurrence will be taken, and a report submitted to the enforcing authority.

The Reporting Of Injuries, Diseases and Dangerous Occurrences Regulations 2013

These regulations require certain accidents and dangerous occurrences at work to be notified to the Local Authority, and a guideline is set out on the following page:

Accidents Which Require Immediate Reporting To The Local H.S.E.

Work-related accidents

For the purposes of RIDDOR, an accident is a separate, identifiable, unintended incident that causes physical injury. This specifically includes acts of non-consensual violence to people at work.

Please note: Not all accidents need to be reported, a RIDDOR report is required only when:

- The accident is work-related
- It results in an injury of a type which is reportable (as listed under 'Types of reportable injuries')

When deciding if the accident that led to the death or injury is work-related, the key issues to consider are whether the accident was related to:

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

If none of these factors are relevant to the incident, it is likely that a report will not be required.

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

The list of 'specified injuries' in RIDDOR 2013 (regulation 4) includes:

- 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 injuries to workers

This 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 no need 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).

Reportable dangerous occurrences

Dangerous occurrences are certain, specified 'near-miss' events (incidents with the potential to cause harm.) Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces.

For example:

- 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

Certain additional categories of dangerous occurrences apply to mines, quarries, offshore workplaces and certain transport systems (railways etc). For a full, detailed list, refer to the online guidance at: www.hse.gov.uk/riddor.

Reportable occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work. These diseases include (regulations 8 and 9):

- 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

Exemptions

In general, reports are not required (regulation 14) for deaths and injuries that result from:

- Medical or dental treatment, or an examination carried out by, or under the supervision of, a doctor or registered dentist
- The duties carried out by a member of the armed forces while on duty
- Road traffic accidents, unless the accident involved the loading or unloading of a vehicle
- Work alongside the road, e.g. construction or maintenance work
- The escape of a substance being conveyed by the vehicle; or a train

Recording requirements



Records of incidents covered by RIDDOR are also important. They ensure that we (the company) have collect sufficient information to allow us to properly manage health and safety risks. This information is a valuable management tool that can be used as an aid to risk assessment, helping to develop solutions to potential risks. In this way, records also help to prevent injuries and ill health, and control costs from accidental loss.

Records of the following will be maintained:

- Any accident, occupational disease or dangerous occurrence which requires reporting under RIDDOR
- Any other occupational accident causing injuries that result in a worker being away from work or incapacitated for more than three consecutive days (not counting the day of the accident but including any weekends or other rest days). We do not have to report over-three-day injuries to the HSE, unless the incapacitation period goes on to exceed seven days. Entries in to the company accident book will be a sufficient means of recording all over three day injuries.

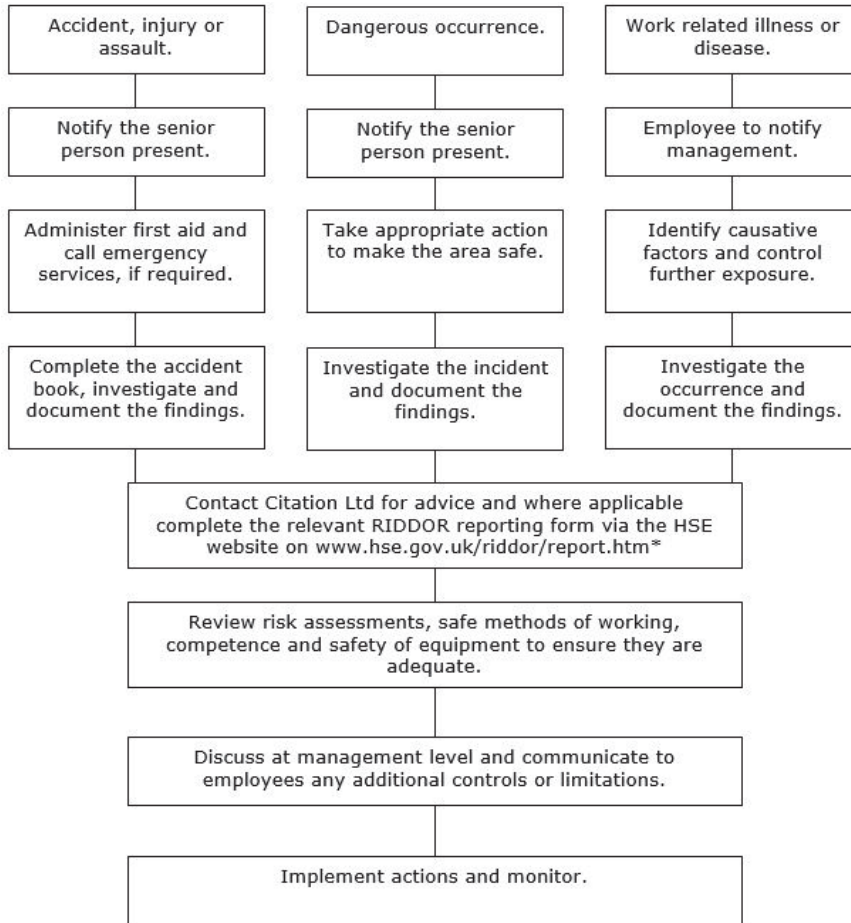
When requested we produce RIDDOR & accident book entries records when asked by HSE, local authority or any other statutory inspectors.

White Post Farmhouse, Laindon Common Road, Little Burstead, Essex CM12 9SY


Telephone: 01277 658517

www.vipartitions.com - enquiries@vipartitions.com

ACCIDENT AND INCIDENT REPORTING FLOWCHART



Note the Incident Contact Centre telephone reporting service is only available for specified injuries and fatalities on 0345 300 9923.

Date of Issue: 01 November 2025	Signed: 
Date of Next Review: November 2026	Print Name: Philip Barker

Issue 03 Nov'2025

