



ACCIDENT REPORTING PROCEDURE

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1. RIDDOR

The reporting of work related accidents form part of RIDDOR
(Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)

1.1 Minor Accidents

Any person who has an accident however minor must report the accident on the same day to their immediate supervisor/line manager and record the accident on the ACC4 accident recording form

The completed ACC4 must then be copied. One copy to be filed and retained on the premises and one copy to be submitted to the Health and Safety Team within seven days of the accident occurring. All parts of the ACC4 must be completed in as much detail as possible. The supervisors are required to sign the ACC4 when completed

1.2 Fatal and Major Accidents

Any accident arising out of or in connection with any work activity, causing death or major injury must be reported as soon as possible by the quickest possible means to the Corporate Health and Safety Manager and followed up by submitting the ACC4 (part 1 & 2) form to the Health and Safety Manager within seven days

1.3 Plus seven day injuries - *This replaces the over three day injury criteria*

As of 6 April 2012, the over-three-day reporting requirement for people injured at work changed to more than seven days. Now we only have to report injuries to the HSE that lead to an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days). The report must be made within 15 days of the accident

Where an employee is unable to carry out his/her work for more than 7 consecutive days, following a work related accident, a designated person will be required to report the accident to the Health and Safety Manager immediately following the seventh day the injured person is absent from work. In counting the 7-day period, the day of the accident is not counted, but the

next 7 days even if they would not have been working days e.g. the weekend are counted. A copy of the ACC4 (part 1 & 2) form shall be submitted to the Health and Safety Team within seven days of the accident occurring

Where a person continues to work but cannot carry out their normal duties because of injury caused by a work related accident.

Where an employee sustains injury from a work related accident, they do not lose any time from work, but are unable to carry out the same duties as before the accident, then the following is required:

A designated person will report the accident to the Health and Safety Manager as soon as it is known that the injured person is unable to carry out their normal duties. An ACC4 (parts 1 & 2) shall be completed and a copy sent to the Health and Safety Manager within seven days

1.4 Accident investigation

The severity of the accident and the circumstances surrounding it will determine the level of investigation to be carried out. Part 2 of the ACC4 (accident investigation) has been introduced which will allow an initial investigation to be carried out by supervisors / team leaders at the time the accident is reported. The completed ACC4 (parts 1 & 2) shall be completed in as much detail as possible at or as near as practicable to the time of the accident occurring. This will then be submitted to the health and safety department. Decisions will then be made as to whether or not a more detailed investigation is required by the Health and Safety Team

Should a more detailed investigation be required the Health and Safety team may request;

- Statements from the injured person
- Statements from any witnesses
- Photographs
- Audits of the safe system of work associated with the task or situations which may have contributed or were associated with the accident
- Training Records

1.5 Reporting Diseases

If anyone is informed by a doctor or occupational health staff that they are suffering from a reportable work related disease the Health and Safety Manager will be informed as soon as possible by the quickest possible means

1.6 Dangerous Occurrences

If a dangerous occurrence happens (details given in summary list of reportable dangerous occurrences) it should be reported as soon as possible to the Health and Safety Manager by the quickest possible means. Copies of any relevant documents relating to the dangerous occurrence should be sent to the Health and Safety Manager within seven days

1.7 Violent Incidents

If any employee or self employed person suffers from a physical assault and is unable to attend work for more than three days, or is unable to carry out their normal duties because of injuries sustained during the assault, The Manager of the premises must inform the Health and Safety Manager as soon as possible after the assault has taken place

1.8 Self Employed

If a self-employed person suffers from an accident of any type or category whilst on council premises the responsible person for said premises must report the accident by the same means as with an employee. Copies of any paperwork relating to the accident should also be sent to the Health and Safety Manager within seven days of the accident occurring

1.9 Information relating to accidents in schools

Any accident involving a member of staff must be reported as per the procedures written down.

Accidents that happened to pupils or visitors DO NOT need reporting on the ACC4 unless;

- The person is killed
- The person receives a major injury (as defined below)
- The person is taken directly to hospital
- The accident arises in connection with work activity or the premises

An accident will be reportable if it is attributable to:

- Work organisation (e.g. the supervision of a field trip)
- Plant or substances (e.g. lifts, machinery, experiments etc.)
- The condition of the premises

Playground accidents due to collisions, slips and falls are not reportable unless they arise out of or in connection with work, e.g. the condition of the premises or equipment, or the level of supervision

Alternative records can be kept on the school premises in the form of a separate accident logbook.

Retention of records relating to accidents within schools is required for 20 years

The accidents reported to the Health and safety team are closely monitored to highlight trends, management concerns and issues with procedure or practices.

Following on from any accident or incident it should be demonstrated that control measures associated with the risk have been adequately reviewed and adjusted where required

APPENDIX 1

DEFINITIONS

Major Injuries

- Fracture other than to fingers, thumbs or toes
- Any 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 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 admittance to hospital for more than 24 hours
- Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent

Reporting of Diseases

Poisoning

Any activity involving exposure to working with chemicals

Skin Disease

As a result of working with the following materials;

- Chromium compounds,
- Mineral Oils
- Tar/Pitch
- Arsenic
- Ionising Radiation

Lung Disease

Prescribed by Doctor as the following Occupation related diseases:- Asthma, Farmers Lung (Extinct Alveolitis), Pneumoconiosis, Mesothelioma Byssinosis, Lung Cancer (as a result of asbestos dust), Cancer of the Bronchus (as a result of exposure to nickel)

Infections

As a result of work activity – Leptospirosis, Hepatitis, Tuberculosis, any illness caused by a pathogen, Anthrax; Acute illness requiring medical treatment, loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin

Acute illness requiring medical treatment where there is no reason to believe that this resulted from exposure to biological agent or its toxins or infected material.

Cancer

Caused by exposure to the following agents: - Nasal Cavity or sinuses (wood dusts, leather process, and nickel fumes), Angiosarcoma of the Liver – polymerisation of Vinyl Chloride, Cancer of the Urinary Tract as a result of exposure to work chemicals

Hand Arm Vibration Syndrome (HAVS)

HAVS caused by regular exposure to high vibration tools and operations – Vibration White Finger, Dead Finger of Hand leading to vascular disorders (impaired blood circulation), neurological and muscular damage (numbness and tingling in fingers and hand), pain and stiffness in hands and wrist joints, elbows and shoulders

Reportable Dangerous Occurrences

- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment
- Explosion, collapse or bursting of any closed vessel or associated pipework
- Failure of 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 or demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by explosion
- Accidental release of a biological agent likely to cause severe human illness
- Failure of industrial radiography or irradiation equipment to de-energise 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 metres high, or erected near water where there could be a risk of drowning after a fall

APPENDIX 2

Useful Contacts/Information

Health and Safety Team
Redcar & Cleveland House
Kirkleatham Street
Redcar
TS10 1RT

Telephone: a) 01642 444064, b) 01642 444025

You can find full details of accident reporting requirements in ***A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995*** and ***RIDDOR explained: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations***

APPENDIX 3

Procedures in Brief

Minor Injury

Completed Copy of ACC4 (parts 1 & 2), will be submitted to Health and Safety Team as soon as possible and within seven days.

Fatal and major accidents

A call to the Health and Safety Manager will be made soon as is practicable after the accident by the quickest possible means.

Copy of ACC4 (parts 1 & 2) to Health & Safety Manager as soon as possible but within 7 days)

Plus 7 Day absence accidents

The Health and Safety Manager will be informed immediately after the seventh day of absence from work. Copy of ACC4 (parts 1 & 2) form will be received by the Health and Safety Team within seven days of the accident occurring.

Light Duties

The Health and Safety Manager will be informed as soon as it is known that the injured person is unable to carry out their normal duties.

Copy of ACC4 (parts 1 & 2) form will be received by the Health and Safety team within seven days.

Dangerous Occurrences

The Health and Safety Manager will be informed as soon as possible after the event by the quickest possible means. All relevant documents relating to the incident will be submitted to the safety unit within seven days.

Diseases

The Health and Safety Manager will be informed as soon as possible of a confirmed diagnosis.

Violent Incidents

The Health and Safety Manager should be informed as soon as is practicable of the assault if it causes personal injury.

If personal injury is not sustained the Council assault form must be completed and sent to the Health and Safety team within seven days.

Please ensure the ACC4 (parts 1 and 2) form is completed in full. Incomplete forms may be returned to source. All the information is required, do not miss boxes out when completing.