



Fierté Multi Academy Trust

Accidents HR 52 Policy

Adoption Date: September 2018
Review Date 2019

Staffordshire County Council		HR Policy Handbook		
Reference Number HR52	Approved By HR Policy Group	Issue 4	Date September 2018	To be reviewed September 2019
Policy Title	Accidents			

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Version Control

Version	Date Approved	Changes	Reasons for alterations
1	28 June 2005	Introduction of Corporate Policy.	
2	October 2009	Changes in format to reflect corporate standard & addition of success indicators.	Introduction of standardised forms
3	Sept 2014	Removal of 3 day injuries and replacement with 7 day injuries	Legislation changes

Success Indicators

The following indicators will demonstrate the level of compliance with this policy and its procedures:

- a) Managers are aware of their responsibility to record, report and investigate accidents, near misses and work related ill health.
- b) Accidents, violent incidents, work related ill health and near misses are reported to Health and Safety Team within the specified time limits.
- c) Appropriate accident investigations and investigation reports are completed and forwarded to within the specified time and reports f
- d) Reports are made to HSE within specified time.

1. Application

This policy applies to all accidents that involve anyone - employees, pupils, service users, contractors or members of the public - on County Council premises or anywhere else when engaged in County Council activities.

All work related accidents must be reported and investigated **even if there is no injury**.

2. Introduction

The County Council needs information about accidents to make sure that the appropriate action is taken to reduce injury and ill health and to promote the care and well being of all its employees.

Trade Union

The successful implementation of this policy requires commitment and a proactive approach by all employees. We recognise the important role of trade unions and employee safety representatives in achieving high standards of health, safety and welfare and employees are empowered to refer health and safety concerns to their safety representative/trade union

3. Aims and Objectives

The aim of this policy is to ensure that the county council takes appropriate action to reduce accidents and ill health occurring as a result of its activities and complies with the RIDDOR legislation.

4. Definitions

For the purpose of this policy the following terms apply:

An **accident** is an unplanned event that results or may result in:

- Personal injury.
- Property damage.
- Work related ill health.
- Dangerous occurrences.
- Violence in the workplace.
- Near misses.
- Road traffic accidents involving employees carrying out work within a road vehicle or travelling between sites (including teaching staff travelling to sporting or other external events), including the use of a bicycle for transport.

Violence includes:

- Assault/abuse causing actual physical injury or causing distress.
- Verbal abuse which offends the individual.
- Damage to personal property.
- Assault to others including members of an individual's family.
- Stalking.
- Animal attacks.
- Threat or fear of any of the above.

Manager is any employee who supervises at least one other member of staff or manages the provision of a County Council service. Managers include supervisors, team leaders, premises managers and heads of establishments.

Employee also includes trainees on government schemes, agency workers, temporary workers and volunteers.

Non-employee includes service users, pupils, visitors, contractors and members of the public.

5. Arrangements for Applying The Policy

5.1. Reporting Procedure

The accident reporting and investigation process is shown in Appendix 1.

5.2. Employees

All employees have a responsibility to inform their line manager if they have an accident at work and to complete the accident book if the accident results in injury or ill-health.

5.3. Non Employees

Accidents to non-employees resulting in personal injury must be recorded in the accident book by the premises manager/relevant manager.

Contractors are responsible for notifying the County Council of all accidents to their employees or sub-contractors that occur whilst they are working on behalf of the County Council.

Accidents involving injury to children on work experience and similar work placements must be reported by the Placement Provider to the child's school. The school must follow the normal reporting process and in addition notify the Learning and Skills Council as well as the Staffordshire Partnership. (The Staffordshire Partnership is the education/business partnership responsible for the overall promotion/co-ordination of work based learning).

5.4. Managers

Managers are responsible for investigating all accidents reported to them. After the investigation the manager should complete an Accident Investigation Report Form or Violence Report Form and send it to the Health and Safety Team within the specified timescales. (See Section 5.7)

5.5. Health and Safety Team

The Health and Safety Team will inform the Health and Safety Executive (HSE) of any accidents reportable under RIDDOR. See Section 10. Where necessary, the Health and Safety Team will liaise with the Learning and Skills Council (LSC) (Work based training only).

5.6. Accident Book

Premises managers are responsible for making sure that an accident book (BI 510 Second Edition) is available on site.

- The accident book must be kept in a place where it is easily accessible to all employees' at all reasonable times.
- Data protection law requires that personal information must be kept confidential and secure. An employee must be nominated by the premises manager to be responsible for the safekeeping of completed accident records and their name entered on the front of the book.
- The accident book must be numbered in sequence i.e. if it is the first book, 1 is entered in the box on the front cover.
- Each of the records and the corresponding box on the page stub must be numbered sequentially.
- All employees who have an accident at work that results in personal injury or ill health must make an entry in the accident book or have someone else make the entry on their behalf.
- An entry in the accident book must not be seen by anyone apart from those people who need to see it to investigate the accident and take the appropriate action. Completed accident records must be detached from the book and passed to the nominated person named on the front cover and stored securely e.g. in a lockable cabinet.
- The section called "for the employer only" must be left blank and will be completed where appropriate by the Health and Safety Team.
- If first aid treatment is given by an authorised first aider it must be recorded on the Accident Investigation Report Form and on the first aid treatment register.
- Once the accident book is completed the accident records and book cover must be kept for 12 years after the date of the last entry.

- In addition to the completion of the accident book entry, the Accident Investigation report form must be completed

5.7. Accident Investigation

Managers are responsible for investigating all accidents involving people, work activities and workplaces under their management control. The main reason for investigating accidents is to identify the causes of the accident so that action can be taken to prevent a recurrence. (See Appendix 3 for more detail on Accident Investigations)

Accident investigations should be carried out as soon as possible after the event. The results of the investigation must be recorded on the appropriate Accident Investigation Report Form. The report must give a full description of the accident and its causes. Stating that the injured person 'slipped and fell injuring leg' is inadequate. Forms with insufficient detail will be returned to the manager for additional information. In the case of serious injury, witness statements should be taken where possible. The Accident Investigation Report Form must not be completed by the injured person.

The completed Accident Investigation Report Form must be sent to the Health and Safety Team within:

- 3 days** of the accident for RIDDOR reportable accidents
- or
- 10 days** of the accident for minor ie non-RIDDOR reportable accidents

For RIDDOR reportable accidents (See Appendix 2) the Health and Safety Team must be notified immediately to help in the investigation.

Information from the accident investigation should be used when carrying out a post accident risk assessment.

5.8. Violent Incidents

All violent incidents must be reported and a Violence Report form completed. The completed Violence Report Form must be sent to the Health and Safety Team within:

- 3 days** of the accident for RIDDOR reportable accidents
- or
- 10 days** of the accident for minor i.e. non-RIDDOR reportable accidents

If an injury resulted from the violent incident the accident book must also be completed.

Certain acts of violence are reportable under RIDDOR (See Appendix 2). If a violent incident is reportable the Health and Safety Team will notify the HSE, and report to the police if appropriate.

5.9. Work Related Ill Health

Work related ill health is any health condition that an employee believes may have been caused or made worse by work and includes:

- Physical problems or conditions such as noise induced hearing loss and upper limb problems,
- Mental health problems such as depression or anxiety.

Managers must complete an Accident Investigation Report Form as soon as they become aware of, or an employee reports work related ill health. Managers are not bound to agree with the belief of the employee but should form a view on what the employee alleges or is concerned about and take steps to manage the problem. Advice on the issue of existence and causation of work related ill health can be taken from the Health and Safety Team and/or the Occupational Health Unit.

HR can also provide advice regarding Attendance Management and Redeployment.

Certain types of work related ill health are reportable under RIDDOR (See Appendix 2). If the work related ill health is reportable the Health and Safety Team will notify the HSE.

5.10. Near Misses

A near miss is any situation where an accident happened that did not result in injury or damage. Reporting near misses helps to highlight problems which, if not corrected may result in serious injuries in the future.

Employees should inform their line manager of any near misses and managers must carry out an investigation and complete an Accident Investigation Report Form for all near misses reported to them.

Employees can use the Employee Hazard Report Form (HSF 42) to inform their line manager of any unsafe or potentially unsafe conditions.

5.11. Reporting Accidents under RIDDOR

A. Death, major injury or dangerous occurrences (See Appendix 2)

Managers must:

- Telephone the police (in the event of death only).
- Telephone the Health and Safety Team immediately who will contact the HSE.
- Complete and forward the Accident Investigation Report Form or Violence Report Form to the Health and Safety Team as soon as possible.

Written notification to the HSE will be completed by the Health and Safety Team on receipt of the Accident Investigation Report Form. Failure to report accidents/incidents reportable under RIDDOR may result in a fine of up to £5,000.

B. Over-seven-day injury

An over-seven-day injury is one which is not major but results in an injured employee being away from work or unable to do the full range of their normal duties for more than seven days (including any days they wouldn't normally be expected to work such as weekends, rest or off-duty days or holidays) not counting the day of the injury itself.

Once it is established that an accident has led to an over-seven-day injury, irrespective of whether or not an Accident Investigation Report Form has already

been sent to the Health and Safety Team, managers must contact the Health and Safety Team as soon as possible during normal working hours.

If the manager does not contact the Health and Safety Team it will be presumed that the accident did not involve an over-seven-day injury and does not need notifying to the HSE.

C. Work related ill-health or diseases

As soon as a manager receives a medical certificate completed by the employee's doctor who diagnoses a reportable disease, the manager must contact the relevant Health and Safety Team immediately. The Health and Safety Team will decide, following consultation with the manager and the Occupational Health Unit, if it is appropriate to report the disease to the HSE. Details of reportable diseases can be found in Appendix 2.

6 Key Accountabilities

6.1. Senior Leadership Teams (including Head Teachers)

- Ensure that resources, including training, are provided for the implementation of this policy.
- Support at all times the intent of this policy.
- Ensure that there are satisfactory arrangements in place for the identification, reporting, recording and investigation of accidents.
- Ensure that a documented procedure is in place for the regular review of accidents and reports of ill health and violent incidents.
- Targeted injury prevention programmes are developed where identified as being required as a result of the review process.
- Ensure that training is provided to all persons given responsibility for the investigation of accidents.
- Ensure that systems are in place to encourage and enable employees to report hazards and make suggestions for improvements.

6.2. Manager

- Ensure all staff is aware of their responsibilities for reporting accidents and know the location of the Accident Book.
- Investigate all accidents caused by work and take the appropriate action to prevent a reoccurrence.
- Complete the appropriate Accident Investigation Report Form or Violence Report Form and send a copy to the Health and Safety Team within the specified time.
- Carry out any appropriate investigations, as advised by the Health and Safety Team.
- Carry out a post accident risk assessment and implement any control measures identified to prevent a reoccurrence of the accident.
- Nominate a responsible person in their absence to ensure the reporting of accidents in line with this policy.
- Report serious incidents and dangerous occurrences to the Health and Safety Team as soon as possible.

- Ensure that all relevant or new information is passed on to the Health and Safety Team.
- Ensure staff are aware of and have access to the Employee Hazard Report Form.
- Investigate any hazard identified to them by staff and implement appropriate control measures.

6.3. Premises Manager will:

- Make sure an accident book is available and kept in a place where it is easily accessible to all employees' at all reasonable times.
- Nominate an employee to be responsible for the safekeeping of completed accident records.
- Ensure that contractors are told of their responsibility to inform them of any accidents that occur whilst they are working on the premises.

6.4. Health & Safety Team

- Receive completed Accident Investigation Report Forms/Violence Report Forms and decide what follow up action, if any, is needed.
- Inform the HSE by telephone, post, fax or e-mail, as soon as possible after being notified of a serious injury or dangerous occurrence, send written notification (form F2508 or F2508A) to the HSE within 10 days and retain the confirmation number from the HSE.
- Inform all relevant senior managers of any serious incidents as appropriate.
- Assist and advise in accident investigations as necessary.
- Report any over-seven-day injury or occupational diseases to the HSE, (form F2508A or F2508), within 10 days of the notification.
- Provide information on accident statistics to Management Teams, Governors, Health and Safety Committees/Panels.

6.5. Employees

- Report any accidents, injuries or violent incidents to their line manager.
- Know where the Accident Book is kept.
- Complete an entry in the accident book for all accidents resulting in personal injury or ill health.
- Co-operate with any accident investigation.
- Report any hazards in the workplace to their line manager.
- Carry out their work in the way they have been trained to do so and/or follow any safe system of work taking into account the risks to others as well as themselves.

Frequently Asked Question

Q. How do I know if an accident is a reportable over-seven-day injury?

A. When determining the seven day period the day of the accident is not counted but any rest or off duty days, including weekends are, for example:

- If an employee has an accident on Tuesday and is then absent from work due to the injuries from the accident on Wednesday, and remain unfit for work on until the next Wednesday it is reportable as an over-seven-day injury (even if Saturday and Sunday were rest days).

- An employee has an accident and continues to work for several days. The employee is then absent for more than seven days alleging pain/sickness due to the accident. The accident is reportable as an over-seven-day injury on notification by the employee that the absence is related to the accident.

7. Legislative Framework

1. The Health and Safety at Work Act 1974.
2. The Reporting of Injuries, Diseases and Dangerous Occurrences. Regulations 1995 (RIDDOR).
3. The Social Security (Claims and Payments) Regulations 1979.
4. The Management of Health and Safety at Work Regulations.

8. Further Advice and Information

This policy document is for general guidance only. If you need any further advice on how to apply this policy please contact Health and Safety Team.

Further background information on this topic is available on the HSE website:

www.hse.gov.uk

9. Related Policies

HR40 Managing Attendance at Work.

HR117 Lone Working in the Workplace.

HR14 First Aid.

HR11 Risk Assessment.

HR80 Personal Injury Claims

HR54 Alcohol and Drug Misuse

HR99 Whistleblowing

HR118 Violence and Aggression (Management of)

10. Standard Documents

HSF 9 Violence Report Forms.

HSF 40 Accident Investigation Report Forms.

HSF 42 Employee Hazard Report Form

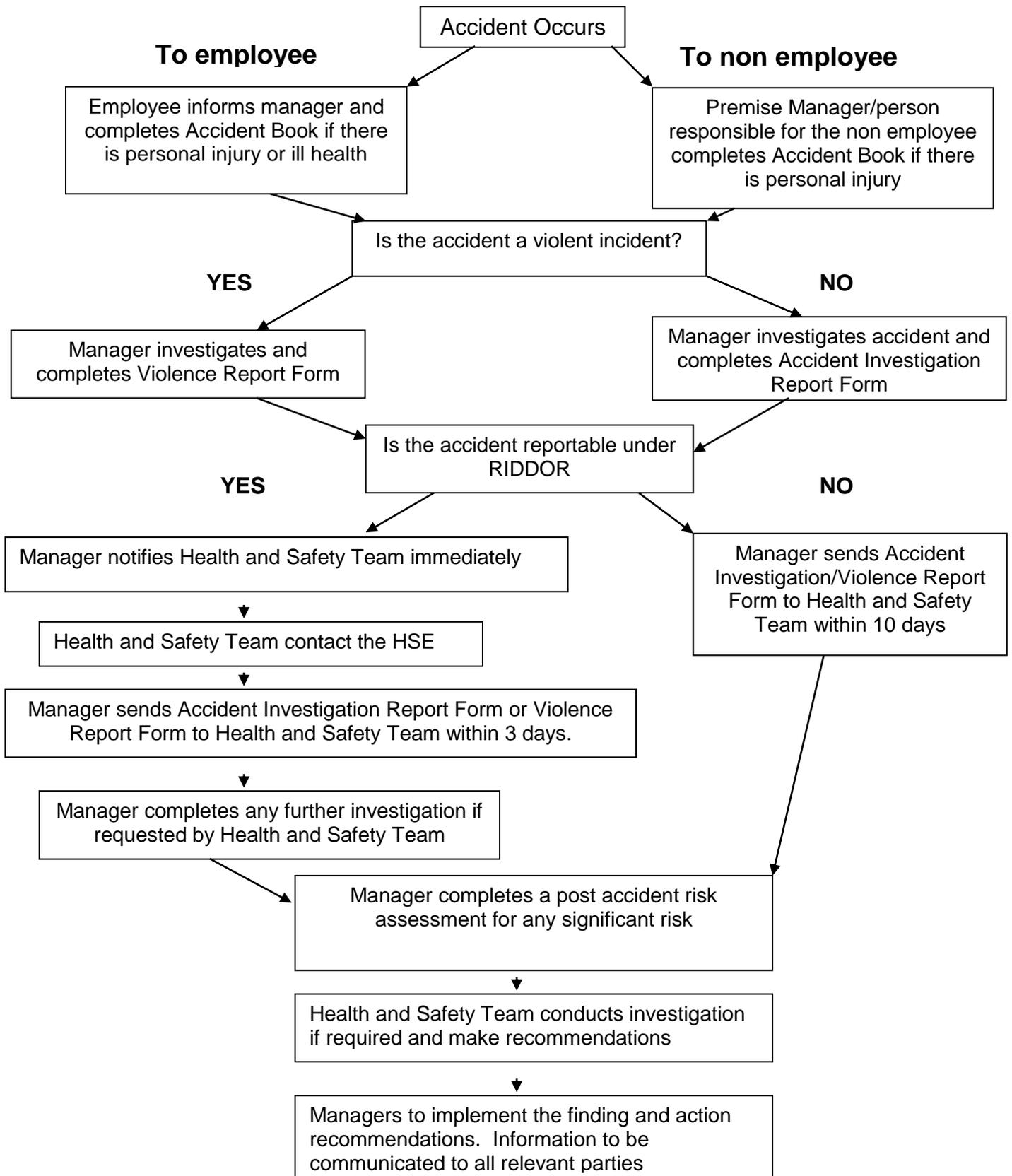
Appendices

Appendix 1 The Accident Reporting and Investigation Process.

Appendix 2 Definition of Major Injuries, Dangerous Occurrences and Diseases.

Appendix 3 Accident Investigation Procedure.

The Accident Reporting and Investigation Process



Definition of Major Injuries, Dangerous Occurrences and Diseases

A report must be made to the HSE if there is a work related:

- **Death or major injury** (includes if a member of the public is killed or taken to hospital).
- **Dangerous occurrence.**
- **Disease.**
- **Over-seven-day injury.**

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 Injuries to Non-Employees

An injury to a person who is not at work ie service user, pupil, contractor, visitor, member of the public must be reported if:

- The person involved is killed or taken to hospital by whatever means (ambulance, private car, taxi etc); **and**
- The accident arises out of or in connection with work

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 pipework.
- 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 explosion.
- 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 5 metres high, or erected near water where there could be a risk of drowning after a fall.
- Failure of any load-bearing fairground equipment, or derailment or unintended collision of cars or trains.
- Unintended collapse of any building or structure under construction, alteration or demolition where over five tonnes 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:
 - ◆ 100kg or more of a flammable liquid
 - ◆ 10kg or more of a flammable liquid above its boiling point; or
 - ◆ 10kg or more of a flammable gas; or
 - ◆ 500kg of these substances if the release is in the open air
- accidental release of any substance which may damage health.

This list is not exhaustive, for further information contact the Health and Safety Team.

Reportable diseases include:

- Certain poisonings.
- Some skin diseases such as occupational dermatitis, skin cancer.
- Lung diseases including occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma.
- Infections such as leptospirosis, hepatitis, tuberculosis, anthrax, legionellosis, rabies, tuberculosis and tetanus.
- Other conditions such as: occupational cancer, certain musculoskeletal disorders and hand-arm vibration syndrome.

The full list of reportable diseases and the work activities they are related to is available from the Health and Safety Team.

Over-seven day injury

An over-seven day injury is one which is not major but results in the injured employee being away from work or unable to do the full range of their normal duties for more than seven days (including any days they wouldn't normally be expected to work such as weekends, rest days or holidays) not counting the day of the injury itself.

Violence

If an employee dies or suffers a major or over-seven day physical injury caused by a non-consensual act of physical violence while they were at work the death or injury must be reported to the HSE.

Accident Investigation Procedure

All accidents shall initially be investigated by the line manager/premises manager. This initial investigation may be supplemented by further investigations by the Health and Safety Team depending on the severity or potential severity of the outcome of the accident.

In the case of a death or serious or potentially serious accident The Health and Safety Team must be contacted before carrying out any investigation. The Trade Union Safety Representative or Employee Safety Representative should be involved in all investigations for serious or potentially serious accidents.

The level and nature of the investigation should match the significance of the accident. When a serious accident has occurred persons carrying out investigations should take the following steps:

Step 1 – The Immediate Response

Arrange treatment of any injured persons and make safe any machinery or processes. Where required contact the Police or Emergency Services.

Step 2 – Assemble the Facts

Gather evidence as soon as possible after the incident. Witness statements should be taken in the case of serious injury. Any damaged personal protective equipment (PPE) or work equipment should be labelled and kept in a safe place. Take measurements and photographs if necessary.

Step 3 – Analyse the Facts

You should be able to describe the sequence of events from start to finish.

Step 4 – Determine the Causes

An unsafe act or condition may be the cause of the injury but will not necessarily be the root cause of the accident. The majority of accidents have causes relating back to the management of the activity. When searching for the causes of accidents it is useful to consider four areas:

- Plant – Appropriate equipment or PPE not made available or used.
- Place – Poor workplace layout or working environment, workplace not subject to regular inspection, lack of storage space.
- Competence – Lack of training, inadequate supervision, lack of sufficient information or no knowledge of work procedures to do the job safely.
- System of Work – Poor work methods, jobs not properly planned or not performed in the approved manner.

Step 5 – Post Accident Risk Assessments

The results of the investigation will show whether existing control measures are adequate or what remedial action is needed. Risk assessments should be reviewed and updated whenever the accident investigation indicates that the earlier assessment is no longer valid.

Step 6 – Report the Recommendations

Report what actions are necessary to eliminate the hazards or control the risks that the hazards pose. Take the appropriate remedial measures.

Consider:

- Plant – equipment to be provided of a better design, use of PPE, etc.
- Place – re-arrange workplace etc.
- Competence – training or information, increased supervision etc.
- System of Work – approved methods of work to be drawn up or emphasised.

Should any discrepancy be found while completing the Accident Investigation Report Form with the entry in the accident book, then this is to be recorded in the accident book and on the accident investigation report form?