

PO1 ACCIDENT POLICY AND PROCEDURE

Policy

Introduction

CVS Falkirk aims to avoid accidents by carrying out systematic risk assessments and implementing appropriate control measures. Nevertheless, there may be situations where employees, volunteers, visitors or contractors may be involved in an accident. All work related accidents, dangerous occurrences, near misses and incidents which have resulted in injury or damage to property should be properly investigated and reported to the CEO or Senior Manager of the organisation.

All incidents must be reported in the accident book held at Reception; the report should be detached and passed to the CEO who will undertake an investigation to prevent reoccurrence and communicate lessons learned. This procedure explains the arrangements for reporting and investigating accidents/incidents and near misses.

Guidance

What should be reported?

- Accidents involving employees, volunteers, visitors, contractors etc.
- Incidents where no one is injured but there is a potential for injury.
- Physical assaults or verbal abuse.
- Dangerous occurrences such as fires, chemical spillages, failure or collapse of lifting equipment such as lifts, etc.
- Work-related ill-health such as dermatitis from use of chemicals, musculoskeletal pain as a result of using computers or manual handling etc.

The Reporting of Injuries and Dangerous Occurrences Regulations (RIDDOR)

Specified injuries to workers requiring reporting under RIDDOR (2013) include:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Serious burns (including scalding)
- Any loss of consciousness caused by head injury or asphyxia
- Over 7 days absence following accident at work
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Where the extent of an injury is unclear, e.g. when a prognosis has not yet been established in relation to an eye injury, or when efforts are being made to treat an injured limb which may ultimately require surgical amputation, there is no requirement to make precautionary reports of specified injuries. It is likely that the accident will in any case require reporting due to the injured person being incapacitated for more than 7 days. The enforcing agency should be notified as soon as the specified injury has been confirmed.

Also any accident or incident, connected with or arising from a CVS Falkirk activity that results in a 'non-employee' i.e. someone who is not a CVS Falkirk employee, being taken from the scene of the accident to hospital for treatment, must be

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reported. This is regardless of whether or not they are subsequently admitted into hospital.

RIDDOR reportable work related diseases

For a disease to be reportable it must be one of eight types of condition and it must be likely that it was caused or made worse by the employee's current work. These include:

- Carpal Tunnel Syndrome
- Cramp of the hand or forearm
- Occupational Dermatitis
- Tendonitis or Tenosynovitis in the hand or forearm, where the employee's work is physically demanding and involves frequent repetitive movements

Responsibilities

Individuals and members of the public

It is the responsibility of the injured, individual members of the public to report accidents/incidents to a member of staff as soon as possible.

Contractors

Contractors working on the premises will be responsible for the reporting of accidents/incidents related to their work in accordance with their own procedures.

All Staff

All staff must ensure that any injuries sustained are treated by the delegated First Aiders, and that details of the accident are recorded in the local accident book, which is kept at Reception.

CEO

The CEO must ensure that corrective actions are implemented and communicated to all relevant persons.

Reporting of RIDDOR cases

The CEO or Senior Manager present shall ensure that RIDDOR accidents are timeously reported online using the reporting forms available at www.hse.gov.uk. Fatal or major incidents may be reported by telephone to the Incident Contact Centre on **0345 300 9923** (Monday to Friday 9am to 5pm) and request to speak to an ICC Operator who will complete a report form over the phone. They will send a copy to us for our records.

Maintaining Records

The CEO shall ensure that records of accidents, incidents and near misses are kept in a secure location complying with the requirements of the Data Protection Act.

Related Policies:	none	
Related Documents:	DO5 Accident Report Form	
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