

# The Manor House

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## Accident and Incident Reporting Policy and Procedure

Amended on 02/03/2016

### Purpose

To comply with statutes, regulations and quality standards.

To ensure that accidents and incidents are recorded and analysed in order to satisfy health and safety requirements and provide information for the minimisation of risks.

### Scope

All persons affected by accidents or incidents.

### Policy

Accidents which cause injury to any person on the *The Manor House's* premises, or employees on duty but not on the premises, or Service Users at any time, will be recorded to promote analysis and management of risks.

### Procedure

In the event of an accident, or an incident (e.g. a "near miss" which did not result in an injury but which may have done so in different circumstances) an accident/incident form should be completed and immediately submitted to the Registered Manager- Hutch Curry, who, after review of the facts, will take those actions necessary to minimise danger of the same accident/incident in future. These actions should be noted on the form, using the reverse if necessary. The progress of the treatment of any injury must also be recorded, together with any final outcomes evident at the time of completion and transmission of the form. The Registered Manager- Hutch Curry must sign the form on completion of the investigation in order to denote that they have discharged their responsibility.

If the accident or incident involves a Service User, the Duty of Candour Policy and Procedure should also be referred to and followed.

After the accident/incident investigation and all matters concerned with it are complete, a copy of the signed accident/incident form should be placed in the personal file of any person(s) affected by the accident, and the original placed in the accident log in the office.

The purpose of the records held in the department is to provide a chronological, ordered record of accidents.

The intention of the records placed in the personal file(s) is to provide a record of accidents organised by person, and another record organised by accident type.

Registered Manager- Hutch Curry is responsible for the recording of accidents in accordance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013), by:

- Ensuring that this policy and procedure is followed and all accidents are recorded, using the form provided;
- Ensuring that all accidents which result in absence from work for more than seven days (not including the day of the accident) are reported within 10 days to the Health and Safety Executive;

## **RIDDOR 2013 reporting requirements**

Reportable incidents under RIDDOR 2013 are:

Death and injuries where:

- The accident is work related
- It results in an injury of a type which is reportable.

The types of reportable injuries are:

- Death;
- Specified injuries, which are defined by the HSE as:
  - Fractures, other than to fingers, thumbs and toes.
  - Amputations.
  - Any injury likely to lead to permanent loss of sight or reduction in sight.
  - Any crush injury to the head or torso causing damage to the brain or internal organs.
  - Serious burns (including scalding) which:
    - Cover more than 10% of the body;
    - Cause significant damage to the eyes, respiratory system or other vital organs.
  - Any scalping requiring hospital treatment.
  - Any loss of consciousness caused by head injury or asphyxia.
  - Any other injury arising from working in an enclosed space which:
    - Leads to hypothermia or heat-induced illness;
    - Requires resuscitation or admittance to hospital for more than 24 hours.

The following occupational diseases are reportable:

- 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.

Dangerous occurrences require reporting, 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.

For full details of reporting requirements, go to the HSE website at:

<http://www.hse.gov.uk/riddor/reportable-incidents.htm>

Contacts for the HSE, including for online reporting can be found at:

- <http://www.hse.gov.uk/contact/contact.htm>

**Terminology:**

- An accident is an incident which results in an injury to a person;
- An incident is similar, but did not on that occasion result in injury, but is required to be recorded and investigated in order to prevent a recurrence and possible injury in the future;
- An incident could also include an event which led only to property damage;
- Persons filling in the reporting form should not be concerned about differentiating between an incident and an accident if the allocation is unclear – the Registered Manager will complete the allocation on review of the form.

**Forms:**

- One form for Service User accidents/incidents and another for employee and other persons' accidents/incidents are appended below. Please use the correct form.

**Accident and Incident Log – EMPLOYEES or OTHER non SERVICE USER PERSONS**

<b>Name of person involved in accident/incident:</b>	
<b>Job Title or other description (e.g. visitor):</b>	
<b>Time and date of accident/incident:</b>	
<b>Precise location of accident:</b>	
<b>How did the accident/incident happen?</b>	
<b>Name of witness(es):</b>	
<b>Details of apparent injuries:</b>	
<b>What immediate action was taken?</b>	
<b>Reasons given for cause of accident/incident (by employee/other person):</b>	
<b>Reasons given for cause of accident/incident (by witnesses):</b>	

**Accident and Incident Log – EMPLOYEES or OTHER non SERVICE USER PERSONS – Management Review**

<b>At the time of the accident/incident:</b> 1. Should the employee have been on the premises	Y/N
2. Was he/she carrying out normal duties?	Y/N
3. Was he/she acting in accordance with policy, procedure and training?	Y/N
4. Was personal protective equipment provided for the work?	Y/N
5. Was the personal protective equipment being worn?	Y/N
<b>*If the answer to any of these questions is no, provide full details on a separate but attached sheet*</b>	
Is the employee able to continue work?	Y/N
Date work resumed:	Y/N
<b>Registered Manager investigation notes:</b>	
<b>Registered Manager recommendations:</b>	
<b>Signature</b>	<b>Date</b>
<b>Title:</b>	<b>Date:</b>
<b>HSE informed by:</b>	<b>Date:</b>
<b>Insurance company informed by:</b>	<b>Date:</b>

### Accident Statistics Totals

Month:			Year:				
	Slips/ Trips/Falls	Cuts/ Bruises	Burns/ Scalds	Moving & Handling	Chemical	RIDDOR	Total
<b>Service Users</b>							
<b>Employees</b>							
<b>Visitors</b>							
<b>Other</b>							
<b>Other</b>							
<b>Other</b>							
<b>TOTAL</b>							
<b>Day hours total:</b>				<b>Night hours total:</b>			