



Accident Policy

INTRODUCTION

An accident or incident is an unplanned and unwelcome event that interrupts normal activity. Accidents or incidents can result in no damage or injury (near miss) as well as cause illness, disease, injuries, damage to equipment and property.

Reporting workplace accidents, incidents and ill health and determining the cause is extremely important. It is essential that even minor accidents are reported and properly investigated so that causes are identified and control measures put in place to prevent recurrence.

The investigation of “near misses” is very important as this can help to ensure that action is taken to prevent the more serious consequences of continued failure and assist in the identification of trends and patterns. Such analysis can help identify shortcoming and weaknesses in management systems, work equipment and training, etc. Most accidents or incidents are preventable or their effects can be minimised by reasonable precautions.

This policy provides information and guidance on accident investigation and other relevant documentation to help assist staff in this process. Where accidents are of a more serious nature or have greater potential consequences, senior levels of management, the Managing Director and where necessary, the Health and Safety Manager should be involved.

The law does not require the elimination of all risk, but requires it to be reduced as far as is reasonably practicable. This means that the level of risk can be balanced against the measures needed to control it in terms of money, time or effort.

POLICY STATEMENT

VPH Attachments Ltd aims to provide a safe and healthy working environment for all employees and visitors. VPH Attachments Ltd accepts that our employees should have a safe working environment whilst at work and will take all reasonably practicable steps to minimise accidents/incidents at work. VPH Attachments Ltd is committed to accident/incident reporting and investigation to assist in this process. This Accident/Incident Reporting Policy complies with the requirements of Health & Safety Regulations as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

SCOPE

VPH Attachments Ltd recognises its responsibility towards staff, contractors, visitors and members of the public for managing risks under Sections 2 and 3 of the Health and Safety at Work Act 1974 and Regulation 5 of the Management of Health and Safety at Work Regulations 1999.

Reporting of certain accidents and incidents is a legal requirement and may need reporting to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

The Management of Health and Safety at Work Regulations 1999, regulation 5, requires employers to plan, organise, control, monitor and review their health and safety arrangements. Reporting and investigation of accidents and incidents forms an essential part of this process.



AIMS

This policy:

- Sets out the responsibilities that all staff have in respect of their role in accident and incident reporting and investigation;
- Describes how to report an accident or incident; and
- Describes the methods for conducting an investigation and the action to take.

RESPONSIBILITIES

VPH Attachments Ltd and its managing director have the overall responsibility for preventing accidents, incidents and cases of work-related ill health and for providing adequate control of health and safety risks arising from work activities. In order to meet its responsibilities VPH Attachments Ltd has and will continue to:

- Review and investigate all accidents and incidents where appropriate which arise from its work activities;
- Consult with its employees and representatives on accidents and incidents;
- Communicate the results of investigations with its staff;
- Implement and review any control measures identified through investigation and ensure they are suitable and sufficient.

All staff must:

- Ensure all casualties following an accident or incident are given first aid provision where possible via a trained first aider and contact emergency services where needed;
- Report all accidents, incidents and near misses via VPH Attachments Ltd accident reporting system/form as detailed in this document and immediately inform their line manager; and
- Assist their line manager in carrying out an accident investigation or completing witness statements where required.

Line/Site Managers must:

- Record and report all accidents, incidents and near misses via VPH Attachments Ltd accident reporting system as detailed in this document;
- Report any RIDDOR reportable accidents or incidents to the HSE and send a copy of this report to the Managing Director and / or the Health and Safety Manager. Information and guidance can be found in Section entitled 'Reporting' of this policy;
- Carry out accident or incident investigations for their premises, activities and areas of responsibility and record the findings. Where the findings are significant they should be brought to the attention of their line manager or director;
- Ensure that any extra control measures identified are implemented;
- Communicate the significant findings of investigations to their staff;
- Immediately inform the Managing Director or Health and Safety Manager of any work related fatalities or major injuries;



Managing Director or Health and Safety Manager will:

- Support managers in ensuring that accident and incident reporting and investigations are carried out, and undertaken promptly; and
- Assist line managers in implementing any extra control measures identified.

Managing Director or Health and Safety Manager will:

- Carry out monitoring visits that include reviews of accident and incident investigation and record the results of such visits
- Monitor and analyse accidents and incidents reported and carry out investigations where appropriate or necessary;
- Produce quarterly reports for consideration by the Health and Safety Board; these will include headline data and analysis on accident and incidents, violence and aggression and RIDDOR reportable incidents which have been reported; and
- Pursue appropriate enforcement action as necessary via Improvement or Prohibition if necessary/required.

TRAINING

Employees who are required to carry out investigations in relation to their workplace or business activities will be given the necessary information, instruction, training and supervision to enable them to effectively carry out this task. Training needs should be assessed by line managers as part of an individual's personal development plan.

REPORTING

If anyone is injured the first priority is for their health and well-being. Procedures for dealing with emergencies should be followed to ensure that no one else is put at risk and the injured receive quick and appropriate treatment.

INITIAL REPORTING

As soon as possible after an accident/incident, this must be reported by telephone to the most senior person on the site of the accident. Initial details of the accident must be established as soon as possible, and recorded within the below form. The manager or the person investigating the accident must establish if the injured party is still at the scene of the accident and if the scene of the accident is safe to approach. If it is not safe to approach the injured party, the manager must take steps to make the scene safe.

This may include:

- Isolation of electrical source;
- Contact emergency services; and
- Removal of overhead material if it is safe to do so.

The manager should also establish if a First Aider or Ambulance Service is required. If the accident is very serious, the line managers must ensure that the scene of the accident / incident is untouched. The manager must contact the Managing Director or Health & Safety / Officer who will determine if the accident/incident requires to be notified to the HSE which may, in turn, require an HSE



investigation of the site of the accident. In such circumstances the scene may require to be cordoned off pending more detailed investigations by the Managing Director, Health & Safety Officer, the HSE or the Police.

Reporting certain incidents is a legal requirement. Selected accident and incidents maybe required to report to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

Any incident which is reported under RIDDOR is required to be reported to the Managing Director or Health and safety Manager as soon as possible.

INVESTIGATION

An investigation should be carried out as soon as practical after an accident or incident as facts can become distorted as time passes. The use of a standard investigation report form can help guide managers through the process. Investigation forms, witness statements are included for this purpose (see form below).

Where major injuries have occurred the Managing Director or Health and Safety Manager will need to investigate the incident with the manager or visit the site at a later date. During the visit it is important to confirm with the Managing Director and/or Health and Safety Manager whether it is permissible to disturb the site after an internal investigation since they may require photographs or wish to draw diagrams, or preserve the scene for Health and Safety Executive Inspectors.

To prevent a recurrence of an accident or incident any remedial/ corrective actions must be clearly communicated to all staff and contractors concerned with a timetable for implementation. In some instances intermediate measures might have to be deployed until such time as work can be carried out or items purchased. Any extra control measures should be monitored to establish their adequacy by the line manager within the area of responsibility. A review and assessment period must be agreed and followed.

The investigation of the accident/ incident must occur as soon as possible after the notification, dependent to the seriousness of the situation, photographs and further details of the scene should be taken to ensure sufficient detailed description and evidence is available. Where the accident/incident is serious, or could have been more serious, a more detailed investigation must be considered.

The line manager should consult with their Manager or the managing Director and/or the Health and Safety Officer to determine the extent of the investigation that may be required

The purpose of the investigation is to identify the root causes of accidents/incidents;

- Review the relevant Risk Assessments with a view to making them more robust;
- Identify the costs of accidents/incidents;
- Identify if accidents/incidents are reportable to the HSE; and
- Investigate ways to reduce future accidents/incidents.



RIDDOR

There is a legal requirement under the Reporting Accidents and Incidents at Work Regulations 2013, to notify the HSE of specific accidents arising from a work activity.

These are as follows:

- Amputation of an arm, hand, finger, thumb, leg, foot or toe;
- Permanent loss of sight or reduction of sight;
- A fracture, other than to fingers, thumbs and toes;
- Scalping's (separation of skin from the head) which require hospital treatment;
- Unconsciousness caused by head injury or asphyxia;
- Crush injuries leading to internal organ damage;
- Serious burns (covering more than 10% of the body, or damaging the eyes,
- 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).

Fatalities, Fatalities must be reported to the Management Director and/or the Health & Safety Officer immediately.

The requirement to report these accidents/incidents to the HSE as RIDDOR reports apply with different thresh-holds for reporting, these are;

- Non-fatal accidents requiring hospital treatment; and
- Accidents resulting in the death of any person.

It should be noted that if the visit to the hospital is for treatment and no treatment is given, it does require to be reported. Additionally, injuries received as a result of sports activities are not reportable. There are also a range of Occupational Health diseases that may affect employees that are reportable to the HSE, these include:

- Carpal Tunnel Syndrome;
- Repetitive Strain injury;
- Noise induced deafness;
- Hand Arm Vibration Syndrome;
- Occupational Dermatitis; and
- Occupational Asthma.

These diseases may be identified by the employees GP however all cases should be referred to Occupational Health who will provide advice to the Managing Director and/or Health & Safety Officer who will carry out an initial investigation before reporting to the HSE.

Persons not at work who receive an injury as a result of a work related accident will require to be reported where an injured party is taken directly from your place of work to hospital for medical treatment.



The reporting procedures are detailed in paragraphs 1 to 4 of schedule 1 (part 1 and part 2) of The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, as detailed below in this document.



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Accident Report Form

15. How was the Accident Caused?
.....
.....
.....

16. State what the injured person was doing at the time
.....
.....
.....

17. If machinery was involved, type & make
.....

18. Witnesses Names & Addresses
.....
.....
.....
.....
.....
.....
.....
.....

(Witness statement required on page 3 N° 22 of this form)

19. Site Manager Name & Address.....
.....
.....
.....**Post Code**

20. Entry Made in the Accident Book on

21. What Action has been made to prevent Recurrence?
.....
.....
.....

THIS FORM WAS COMPLETED BY.

Name

Date

Signature



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Accident Report Form

22. Witnesses Statement / Reports

Witness A

Name & Sign

Date

Witness B

Name & Sign

.....

Date

Witness C

Name & Sign

.....

Date

Schedule 1– Taken from ‘The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013’ The reporting procedures are detailed in paragraphs 1 to 4 of schedule 1 (part 1 and part 2)

SCHEDULE 1 REPORTING AND RECORDING PROCEDURES

PART 1 REPORTING PROCEDURE

Regulations 4 to 10

Injuries, fatalities and dangerous occurrences

1.—(1) Where required to follow the reporting procedure by regulation 4, 5, 6 or 7 (except in relation to a mine or quarry), the responsible person must—

- (a) notify the relevant enforcing authority of the reportable incident by the quickest practicable means without delay; and
- (b) send a report of that incident in an approved manner to the relevant enforcing authority within 10 days of the incident.

(2) Sub-paragraph (1)(a) does not apply to a self-employed person who is injured at premises owned or occupied by that self-employed person, and it is sufficient compliance with sub-paragraph (1)(b) for a self-employed person to make arrangements for the report to be sent to the relevant enforcing authority by some other person.

Diseases

2.—(1) Where required to follow the reporting procedure by regulation 8 or 10, the responsible person must send a report of the diagnosis in an approved manner to the relevant enforcing authority without delay.

(2) It is sufficient compliance with sub-paragraph (1) for a self-employed person to make arrangements for the report to be sent to the relevant enforcing authority by some other person.

Carcinogens, mutagens and biological agents

3. Where required to follow the reporting procedure by regulation 9 the responsible person must notify the relevant enforcing authority in an approved manner.

Mines and quarries

4.—(1) Where required to follow the reporting procedure by regulation 4, 5, 6 or 7 in the case of a mine or quarry, the responsible person must—

- (a) notify the relevant enforcing authority and any nominated person of the reportable incident by the quickest practicable means without delay; and
- (b) send a report of that incident in an approved manner—
 - (i) to any nominated person within seven days of the incident; and
 - (ii) to the relevant enforcing authority within 10 days of the incident.

(2) Where the responsible person becomes aware of a person subsequently dying as the result of an accident which gave rise to an injury reported in accordance with sub-paragraph (1), the responsible person must notify any nominated person of the death.

PART 2
RECORDS

Regulation 12

Particulars to be kept in records of any reportable incident under regulations 4 to 7

5. The date and time of the accident or dangerous occurrence.
6. In respect of an accident injuring a person at work, that person's—
 - (a) full name;
 - (b) occupation;
 - (c) injury.
7. In respect of an accident injuring a person not at work, that person's—
 - (a) full name;
 - (b) status (for example "passenger", "customer", "visitor" or "bystander"); and
 - (c) injury.

unless these are not known and it is not reasonably practicable to ascertain them.

8. The place where the accident or dangerous occurrence happened.
9. A brief description of the circumstances in which the accident or dangerous occurrence happened.
10. The date on which the accident or dangerous occurrence was first notified or reported to the relevant enforcing authority.
11. The method by which the accident or dangerous occurrence was first notified or reported.

Particulars to be kept in records of any diagnosis reportable under regulations 8 to 10

12. The date of diagnosis of the disease.
13. The name of the person affected.
14. The occupation of the person affected.
15. The name or nature of the disease.
16. The date on which the disease was first reported to the relevant enforcing authority.
17. The method by which the disease was reported.

Particulars to be kept in records of any injuries to be recorded under regulation 12(1)(c)

18. The date and time of the accident.
19. The following particulars of the injured person—
 - (a) full name;
 - (b) occupation;
 - (c) injury.
20. The place where the accident happened.
21. A brief description of the circumstances in which the accident happened.



To report an injury follow the link below and complete the on line form, as shown below.
[Report of an Injury \(hse.gov.uk\)](http://hse.gov.uk)

Health and Safety at Work etc Act 1974
(The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

HSE Injury Reporting on Line

HSE Health and Safety Executive

*Health and Safety at Work etc Act 1974
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013*

Report of an Injury

progress

About you and your organisation

*Title *Forename *Family Name

*Job Title *Your Phone No

*Organisation Name

*Address Line 1

Address Line 2

Address Line 3

*Town

County

*Post Code Fax Number

*E-Mail

Remember Me

*Did the incident happen at the above address? Yes No

Or

Telephone

All incidents can be reported online but a telephone service is also provided for reporting fatal/specified incidents only- call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm)

Signed
Director

Date:



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