201: Health and safety in building services engineering  
**Handout 7: Accident and emergency procedures**

**Learning outcome**

The learner will:

1. Understand the procedures for dealing with Environmental and Health and Safety situations in the work environment
2. Be able to demonstrate and understand the procedures for establishing a safe working environment

**Assessment Criteria**

The learner can:

2.1 state the procedures that should be followed in the case of accidents which involve injury, including requirements for the treatment of electric shock/electrical burns.

2.2 specify **appropriate procedures** which should be followed when emergency situations occur in the workplace.

3.5 state the first aid facilities that must be available in the work area in accordance with Health and Safety regulations.

3.6 explain why it is important not to misuse first aid equipment/supplies and to replace first aid supplies once used.

**Range**

**Appropriate procedures**: Procedures for summoning emergency services, Information that emergency services require, Alarm and evacuation procedures, Designated escape routes, Firefighting procedures, Application of first aid, RIDDOR reporting procedure.

**Accident and emergency procedures**

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| **This handout deals briefly with the procedure which should be followed when an emergency situation occurs in the worksite.**  Note: Always attend safety briefings and updates provided by your company. | Exit sign.png |

1. Know your company’s procedures for summoning emergency services.
2. Do you know your immediate contact point from where you are working?
3. Remember: time is essential. You do not have time to walk around looking for someone.
4. Use your mobile phone to summon help in an emergency; do not spend time walking around the site looking for a phone.
5. Information that the emergency services will require includes:
   1. Service you require (fire, police or ambulance)
   2. Where you are calling from (address of site)
   3. nature of emergency
   4. exact location of the emergency
   5. Anyone injured
   6. your name, address and phone number
6. Refer to the internet for other suggestions: type ‘Calling 999’ into a search engine, e.g. Google.
7. Understand how and when to set off an alarm.
8. Know and recognise the alarm signal.
9. Know escape routes on your construction site.
10. Be aware of the emergency meeting points on site.

**Procedures for handling injuries**

If you discover someone who has sustained injuries the following procedure must be carried out:

* make sure your own safety; this is particularly important where a person is thought to have been electrocuted. You must make sure they are not still connected to a live supply.
* make area safe
* administer first aid where appropriate
* contact emergency services
* contact nominated first aid person
* contact supervisor.

Obviously, it is not always necessary to call the emergency services, particularly for minor injuries. However, if in doubt, contact the emergency operator who will tell you whether the emergency services are required.

**Procedures for recording accidents**

Depending on the nature of the incident, it will need to be recorded. Incidents of a serious nature will need to be reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). These regulations put duties on employers, the self‑employed and people in control of work premises (the Responsible Person) to report serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses).

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| **What must be reported?**   * deaths and injuries * occupational diseases * dangerous occurrences * gas incidents.   If someone has died or has been injured because of a work-related accident this may have to be reported.  Types of reportable injury:   * deaths * major injuries * over‑seven‑day injuries. | 01 collapsed-building.jpg |

Reportable injuries are:

* fracture, other than to fingers, thumbs and 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 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

**Over‑seven‑day injuries**

As of 6 April 2012, the over-three-day reporting requirement for people injured at work changed to more than seven days.

Now you only have to report injuries 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.

**Occupational diseases**

A list of these can be found at: www.legislation.gov.uk/uksi/1995/3163/schedule/3/made.

**Dangerous occurrences**

Dangerous occurrences are certain listed near-miss events. Not every near-miss event must be reported. Here is a list of those that are reportable:

* collapse, overturning or failure of load-bearing parts of lifts and lifting equipment
* explosion, collapse or bursting of any closed vessel or associated pipe work
* failure of any 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 of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an 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
* unintended collision of a train with any vehicle
* dangerous occurrence at a well (other than a water well)
* dangerous occurrence at a pipeline
* failure of any load-bearing fairground equipment, or derailment or unintended collision of cars or trains
* a road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released
* a dangerous substance being conveyed by road is involved in a fire or released.

**Accident books**

If you have more than 10 employees, or own or occupy a mine, quarry or factory, you must keep an accident book under social security law. All accidents, whether or not they fall into the scope of RIDDOR, must be recorded in the company accident book.

The accident book is mainly for the benefit of staff, as it provides a useful record of what happened in case they need time off work or need to claim compensation later on.

However, recording accidents also helps the employer to learn lessons and take action to stop accidents in future.

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| If you employ fewer than 10 people at the same time, it is recommended that you provide an accident book where details are kept of all accidents which result in injury to employees (whilst at work) and others.  **What details should be included in the accident book?**  The appropriate details to include are:   * name and address of injured person * date and time of accident * location of accident * cause and nature of injury * name and address of person recording the details.   You must keep a record of any reportable injury, disease or dangerous occurrence (RIDDOR). This must include:   * the date and method of reporting * the date, time and place of the event * personal details of those involved * a brief description of the nature of the event or disease. | 02 accident-book.jpg |

**First Aid facilities**

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. These Regulations apply to all workplaces including those with less than five employees and to the self-employed.

What is ‘*adequate and appropriate*’ will depend on the circumstances in the workplace. This includes whether trained first-aiders are needed, what should be included in a first-aid box and if a first-aid room is required. Employers should carry out an assessment of first-aid needs to determine what to provide.

The minimum first-aid provision on any work site is:

* a suitably stocked first-aid kit
* an appointed person to take charge of first-aid arrangements
* information for employees about first-aid arrangements.

There is no mandatory list of items to put in a first-aid box. It depends on what you assess your needs to be. As a guide, where work activities involve low-level hazards, a minimum stock of first-aid items would be:

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| * a leaflet giving general guidance on first aid * individually wrapped sterile plasters (of assorted sizes) * sterile eye pads * individually wrapped triangular bandages, preferably sterile; * safety pins * large, individually wrapped, sterile, unmedicated wound dressings * medium-sized, individually wrapped, sterile, unmedicated wound dressings * disposable gloves. |  |

It is important that you do not abuse the contents of the first aid box – only use the contents for genuine first aid situations. Also, if you use items from the first aid box make sure they are replaced as soon as possible.