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

**Answer guide**

Using your notes and the internet answer the following questions.

1. **List the steps you must take (in the correct order) if you discover someone who has sustained injuries as a result of an accident:**

|  |  |
| --- | --- |
|  | * **Make sure of your own safety – is the area safe.** * **If there is danger, make the area safe** * **Administer first aid where appropriate** * **Contact emergency services if required (if in doubt contact them)** * **Contact nominated first aid person** * **Contact supervisor.** |

1. **List injuries that must be reported to RIDDOR:**

|  |  |
| --- | --- |
|  | * **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** |