

## **1. Introduction**

### **1.1**

This Policy has been produced to ensure that the production meets its legal obligations regarding the reporting, investigating and recording of all work-related accidents, incidents, dangerous occurrences, near misses, ill-health and violence.

### **1.2**

The production is committed to providing safe environments for all crew, vendors, subcontractors and visitors, and actively encourages the reporting of all accidents, incidents, dangerous occurrences, near misses, ill health and violence, to learn from the outcomes.

### **1.3**

To prevent reoccurrence all significant reported accidents and incidents including dangerous occurrences, near misses, ill health and violence shall be thoroughly investigated to identify the root cause and ensure effective control measures are in place.

### **1.4**

The production will regularly monitor accident and incident rates including dangerous occurrences and near misses, and absences due to ill health, to identify possible trends and ensure that suitable preventative measures are in place to reduce the risk.

### **1.5**

This Policy and its procedures shall be reviewed by the production on an annual basis, when there are significant changes or if there are changes in legislation.

## **2. Aims and Objectives**

The aims of this policy are:

- To identify the legal requirements for reporting and investigating work related accidents and incidents including dangerous occurrences, near misses, ill-health and violence.
- To set out the procedure for reporting and investigating accidents, incidents, dangerous occurrences, near misses, ill-health and violence.
- To define duties and responsibilities in relation to the reporting and investigation of accidents and incidents including dangerous occurrences, near misses, ill-health and violence.
- To identify how accidents and incidents including dangerous occurrences, near misses, ill-health and violence will be recorded and monitored.
- To provide all crew, vendors, subcontractors with a clear understanding of the legal framework and arrangements which apply to the reporting of all

work-related accidents, incidents, dangerous occurrences, near misses, ill-health and violence which occur, and with or without apparent injuries.

### **3. Legislation**

#### **3.1**

The production has a legal duty under the Health and Safety at Work Act (HASWA) 1974 and the Management of Health and Safety at Work Regulations (MHSW) 1999 to record and investigate all work-related accidents, incidents, near misses, ill-health and violence.

#### **3.2**

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 the production is required to report and record certain specified work-related injuries, occupational diseases and dangerous occurrences to the Health and Safety Executive (HSE).

### **4. Responsibilities**

#### **4.1 Executive Producer**

- The provision of a safe and healthy workplace for all staff, vendors, subcontractors, and visitors
- Ensuring the production complies with the relevant legislation for the recording, reporting and investigation of all work-related accidents and incidents
- The provision of appropriate information and guidance, and suitable systems to enable the production to effectively report, investigate, record and monitor work-related accidents and incidents
- Allocating sufficient resources to ensure the effective implementation of this Policy and Procedures across the production
- Ensuring the Policy and its Procedures are reviewed annually and or when there are significant changes i.e., statutory legislation
- The provision of competent persons to carry out accident/incident investigations when required
- Actively supporting this Policy and encouraging the reporting of all work-related accidents and incidents.

#### **4.2 Line Producer/UPM**

- The provision of a safe and healthy workplace for all staff, vendors, subcontractors and visitors
- Allocating sufficient resources to ensure the effective implementation of this Policy and Procedures
- Ensuring the production complies with this Policy and its Procedures, and that all work related accident, incidents, dangerous occurrences,

- near misses, ill health and violence are reported, recorded, investigated and outcomes addressed to prevent recurrences
- Liaising and co-operating with the production H&S department and or HSE Inspector regarding accident/incident investigations
- Ensuring the Policy and its Procedures are regularly monitored and reviewed with any identified deficiencies being improved or reported back to the production H&S department
- Provision of a competent appointed Health and Safety team with appointed responsibilities to include investigation of accidents and incidents at a local level
- Ensuring that all staff are suitably trained in the reporting of all work-related accidents and incidents
- Actively supporting this Policy and encouraging the reporting of all accidents and incidents including dangerous occurrences, near misses, ill-health and violence

#### 4.3 H&S department

- Liaising with the Executive Producer regarding all changes in legislation and disseminating this information to the Line Producer, UPM, HoD's and Supervisors
- Supporting the Executive Producer in the implementation of this Policy and its Procedures across all production activities
- Updating and redistributing the policy if any deficiencies in the Accident/Incident reporting Policy and Procedures are identified
- Ensuring that all work-related accidents, incidents, dangerous occurrences, near misses, ill health and violence that occur are recorded appropriately as outlined in the Policy's procedures
- Notifying the Executive Producer, Line Producer and UPM of all reportable accidents, incidents including dangerous occurrences, near misses, ill health and violence that occur during production activities
- Take charge of any investigation of serious accidents or incidents.
- Providing advice and guidance to all production personnel regarding this policy and accident and incident reporting procedures
- Actively encouraging the reporting of accidents and incidents including dangerous occurrences, near misses, ill-health and violence
- Collating accident and incident rates including dangerous occurrences and near misses, and absences due to ill health
- Reporting to the Executive Producer, Line Producer and UPM on statistical data and accident investigation outcomes
- Making recommendations to the Executive Producer as to the areas that require further improvement to ensure the policy and its procedures remains effective.

#### 4.4 HoD's and Supervisors

- Ensuring that the policy and its procedures are effectively implemented and adhered to by all staff under their control

- Ensuring that they and all staff under their control are adequately trained in the procedures for reporting work-related accidents and incidents
- Ensuring that all vendors, subcontractors and visitors under their control are made aware of the procedures for reporting accidents and incidents
- Actively encouraging the reporting of accidents and incidents including dangerous occurrences, near misses, ill-health and violence
- Ensuring that all work-related accidents and incidents are recorded appropriately as outlined in the Policy's procedures
- Notifying the production H&S department when reportable accidents and incidents, including dangerous occurrences, near misses, ill health and violence occur within the department
- Liaising and co-operating with the production H&S department regarding investigations of serious accidents/incidents occurring within the department
- Undertaking with the assistance of the production H&S department, investigations of minor accidents and incidents occurring within their departments to persons under their control
- Reporting on any deficiencies in the Accident/Incident Reporting Policy and Procedures to the production H&S department

#### 4.5 Crew, Vendors & Subcontractors

- Ensuring they are familiar with the Policy and trained in the procedures for reporting work related accidents, incidents, dangerous occurrences, near misses and ill health
- Ensuring that all visitors under their control are made aware of the accident and incident reporting procedures
- Reporting all work-related accidents, incidents, dangerous occurrences, near misses and ill health to their Line Manager/Head of Department
- Ensuring that all work-related accidents and incidents which occur are recorded appropriately as outlined in the Policy's procedures
- Reporting on any deficiencies in the Accident/Incident Reporting Policy and Procedures to their Line Manager/Head of Department
- Advising any visitors of the accident and incident reporting procedures

#### 4.6 Visitors

- Reporting all work-related accidents and incidents that occur whilst on a production site to the designated responsible person and or a member of the Academy staff team.

## **5. Definitions**

Accident - something unexpected that has happened in the workplace which has caused personal injury, death or ill-health of an employee or member of the public, or damage to property

Incident - something that has happened in the workplace unexpectedly, which hasn't caused any personal injury, but may or may not have caused damage, and that warrants reporting

Near Miss- is an unplanned event that did not result in injury, illness, or damage but had the potential to do so.

## **6. Reporting**

The production aims to ensure that all accidents, incidents, dangerous occurrences, near misses and ill health involving crew, vendors, subconsultants and visitors that arise from our activities are reported. This will include near miss incidents in which no person was injured but where a dangerous situation was identified. These accidents/incidents will be investigated to establish what lessons can be learned to prevent such accidents/incidents re-occurring in the future.

Accidents must be reported, immediately to the production medic and H&S department. The production medic will lead the treatment of all injuries and determine the next stages of treatment as required.

If the accident is very serious e.g. multiple injured persons or life changing injuries, the HoD or Supervisor must ensure that the scene of the accident / incident is untouched. The production H&S manager will determine if the accident/incident requires the HSE to be notified 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.

The production Accident / Incident Reporting form should be used to report all accidents/incidents involving crew, vendors, subcontractors and visitors.

**\*It is a mandatory requirement for employers with 10 or more employees to keep accident records (statutory accident book) and records of any RIDDOR occurrences.**

## **7. Accident/Incident Investigation**

The investigation of the accident / incident must occur as soon as possible after the notification. Dependent on 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 purpose of the investigation is to identify the root causes of:

- accidents/incidents
- Identify if accidents/incidents are reportable to the HSE
- Investigate ways to reduce future accidents/incidents
- Review the relevant risk assessments with a view to making them more robust
- Identify the cost of accidents/incidents.

For a minor accident / incident the production H&S department will be notified by the persons involved or their HOD, Supervisor. They will be given the production incident report form to fill out. Once completed and returned to the H&S department it will be reviewed and if further action is required.

For a medical accident / incident the production medic will complete the production medical form and the details passed onto the production H&S department.

For a major accident / incident, with the exception of attending to the injured person - the area where the accident or incident has occurred should be left undisturbed i.e., as was at the time of the occurrence. The production H&S department will complete all the relevant forms, to prevent similar occurrences in the future. This will be in collaboration with all personnel involved to ensure understanding of safety deficiencies/ failings and advise on improvements. In cases where the Health and Safety Executive (HSE) attend a site following a serious accident or incident, the production H&S manager will act as a liaison for the production. If the production is notified of an impending HSE visit, the H&S Manager must be informed of this ASAP.

## **8. 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:

The death of any person

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

### Specified injuries to workers

- 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:
  - covers more than 10% of the body
  - causes 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

### Over-seven-day incapacitation of a worker

Accidents must be reported where they result in 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 their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

### Non fatal accidents to non-workers (eg members of the public)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

### Occupational diseases

- 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

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, the full list can be found on the HSE website - <https://www.hse.gov.uk/riddor/dangerous-occurences.htm>

The production H&S department will submit all RIDDOR notifications to the HSE, this can be done via this link - <https://notifications.hse.gov.uk/riddorforms/Injury>