

**HEALTH & SAFETY POLICY: SECTION 6**

**ACCIDENTS, INCLUDING REPORTING OF DISEASE AND DANGEROUS OCCURRENCES REGULATIONS 2013 (RIDDOR)**

**Date: 1 October 2017**

**Review date:1 October 2018**

**First Aid**

Omega Care Group provides online training in first aid for all staff. Completion of this training is mandatory. The organisation will nominate a dedicated Manager to act as a first aid training officer.

All units are required to have adequate first aid equipment and to locate this securely within the office. Each unit will nominate a person within the staff team to ensure first aid materials are replenished as necessary.

**Reporting of Accidents: Staff and Contractors**

1. All units will use the standard HSE Accident Book for reporting. This will be maintained in a secure, accessible location.
2. **All** accidents, first aid treatments and ‘near misses’, no matter how minor, will be reported in the Accident Book
3. The Unit Manager will be informed of any accidents and their outcomes as soon as is practicable.
4. The responsibility for ensuring accidents are reported, investigated and that measures are put in place to prevent a **recurrence**, lies with the Director and the Health and Safety Officer.
5. Accidents requiring the use of the emergency services **must** be dealt with prior to recording in the log book.
6. Any work related injury that results in staff being unable to work for more than 3 days should be recorded. It does not need to be reported unless it exceeds 7 consecutive days.
7. Any serious injuries involving emergency services resulting in someone being taken to hospital or, resulting in absence from work for more than 7 consecutive days must be reviewed and reported to the Health and Safety Executive under the RIDDOR Regulations (see below).

Note: People in control of work premises are responsible for reporting issues of health and safety (including RIDDOR) for contractors working on those premises.

**Reporting of Accidents: Young People**

1. All units will use the standard HSE Accident Book for reporting.
2. **All** accidents, first aid treatments and ‘near misses’, no matter how minor will be reported in the Accident Book.
3. Accidents requiring the use of emergency services must be dealt with prior to recording in the log book.
4. The Unit Manager will be informed of any accidents and their outcomes as soon as is practicable.
5. The young person’s social worker will be informed by phone of any non-minor injury, this will be followed up with an e-mail referencing all relevant details and actions.
6. EDT will be informed if an accident occurs out of hours - full details to be given.
7. Advice will be sought regarding what other parties should be informed e.g. parent(s).
8. The responsibility for ensuring accidents are reported, investigated and that measures are put in place to prevent a recurrence lies with the Director and the Health and Safety Officer.
9. Any work related accident resulting in an injury to a young person that results in them being taken to hospital must be reported to RIDDOR (see below).

**Records**

All records need to be retained for a minimum of 3 years after the event.

**Reporting of Disease and Dangerous Occurrences Regulations 2013.**

The RIDDOR Regulations legally requires employers and other people in control of premises (known as the ‘Responsible Persons’) to report to the Health and Safety Executive and to keep records of the following:

1. Work related fatalities
2. Work related accidents causing serious injuries resulting in ‘reportable injuries’
3. Certain dangerous occurrences and near misses.
4. Gas incidents.

An accident is defined as a separate, identifiable, unintended incident which causes physical injury. This also includes acts of violence to staff.

To be reportable under RIDDOR Regulations the accident must be work related and cause a reportable injury.

**Types of Reportable Injury**

1. Fatality - all deaths resulting from work related accidents to staff or others (young people or others on site) must be reported.
2. Over 7 day injuries to staff - where a staff member is off work or unable to carry out their normal work duties for over 7 consecutive days following an accident (not including the day of the accident)
3. Specified reportable injuries to staff.

These include:

* 1. Fractures - except toes and digits
  2. Amputation of an arm, hand, finger, leg, foot, toe.
  3. Permanent loss of sight or reduction in sight.
  4. Crush injuries resulting in organ damage.
  5. Serious burns (over 10% of body, or damaging the eyes, respiratory system or other vital organs.
  6. Scalpings (separation of skin from head) requiring hospital treatment
  7. Unconsciousness caused by head injury or asphyxia.
  8. Any other injury caused by working in an enclosed space leading to hypothermia, heat induced illness, resuscitation or admittance to hospital for more than 24 hours.

**Injuries to Young People and Others**

Work related accidents resulting in injury to others (i.e. not staff) including young people must be reported if they are taken to hospital from the scene of the accident to be treated.

Accidents where a person is taken to hospital as a precaution, but where no injury is apparent do not have to be reported.

**Occupational Diseases**

The RIDDOR website contains a list of (diagnosed) occupational diseases, likely to have been caused, or made worse by work. These include carpal tunnel syndrome, severe cramp of the hand/forearm and occupational dermatitis. These are all reportable under the Regulations.

**Dangerous Occurrences/Near Misses**

These are specific ‘near miss’ events that have the potential to cause harm. A full list is available in Schedule 2 to the RIDDOR Regulations 2013

**Summation**

**Report to RIDDOR**

1. Any work related accident resulting in an injury to an adult or young person for which they are taken to hospital
2. Any work related accident resulting in staff being unable to work for 7 consecutive days after the day of accident
3. Staff suffer a work related illness
4. Any death of an adult or young person that occurs in connection with work
5. Any dangerous occurrence e.g. gas leak, carbon monoxide poisoning.

**Making a Report to RIDDOR**

**Online**-this is sent directly to the RIDDOR database. Completion would be carried out by the responsible person. RIDDOR will provide a copy of the report to be retained. **Contact: www.hse.gov.uk/riddor/reportable-incidents.htm**

**Phone** - for fatal and specific injuries only: **Incident Contact** **Centre Monday-Friday 08:30-17:00 0345 300 9923**

**Out of Hours** - serious injuries only e.g.work related deaths: **Duty Officer: 0151 922 9236**

**Investigations**

In the event of any investigation by the HSE the organisation and all staff must cooperate to the fullest degree. This includes statements, production of records when required and responding to requests for information.