



Charity number 1197599

Incident Reporting Policy for Brereton Big Local CIO

General statement

It is our policy that all workplace accidents/incidents will be reported in our Health and Safety, Welfare and Safeguarding Incident Reporting Form. These will be kept in the Brereton Hub. Apart from being a legal requirement, this enables us to investigate the more serious accidents/incidents to ensure that they do not re-occur. Therefore, staff are expected to abide by the following procedures in the event of an accident/incident.

Legal position

The law on incident reporting is covered by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). These Regulations set down requirements for reporting certain types of accidents/incidents to the enforcement authorities. They explain how this is to be done and who is responsible for it.

Recording of accidents/incidents

All accidents will be recorded as soon after the event as possible. This may be done by the injured employee or a colleague on their behalf. If a visitor has an accident, then the employee they are visiting is responsible for ensuring.

that it is recorded, unless a first aider or appointed person is providing treatment. If this is the situation, they are responsible for making the report.

After completion of the accident record it will be filed confidentially to comply with data protection requirements.

Cases of reportable diseases will only be accepted with written confirmation from a doctor. Reports of dangerous occurrences should be made by the relevant manager/supervisor responsible for the activities taking place.

Definitions

Harm

For the purposes of this policy harm is defined as injury/ill health, financial loss, property damage or business interruption.

Accident

For the purposes of this policy only events that cause injury, or ill health, to persons (this could be members of the public or clients) will be defined as accidents.

Loss Incident

For the purposes of this policy a loss incident is an event, which results in damage to property, financial loss or business interruption but not injury or ill health to persons.

Near Miss Incident

For the purposes of this policy a near miss incident is an event, which under slightly different circumstances could have resulted in harm occurring.

Reporting of accident /incidents under RIDDOR



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Some types of accidents/incidents require reporting to the enforcing authorities. This should be made by the Community Development Worker or Project Co-ordinator after consulting with our health and safety advisor who will confirm whether the incident is reportable and advise on the completion of the online report form)

The Chairperson will be promptly informed in the event of a serious incident which appears to warrant a RIDDOR report.

Fatalities and major injuries, e.g., broken bones and amputations, should be reported to the HSE as soon as possible. This report can be made by telephone on 0345 300 99 23.

All other reportable injuries, diseases or dangerous occurrences should be made via the HSE's RIDDOR website: <http://www.riddor.gov.uk>.

All reportable accidents and incidents will be reported promptly by the Community Development Worker or Project Co-ordinator to the appropriate insurer, e.g., for employee accidents and illnesses, our employers' liability insurer, for other incidents, our public liability insurer.

Off-site Accidents

If an employee is working away from the normal base location, i.e., at a client's premises, details of any accident should be reported to the client.

Employee duties

We expect all employees to assist us in complying with our legal duties under RIDDOR. All employees are expected to report accidents and suspected work-related ill health, in a timely manner. They are also expected to provide witness statements on request.

Employees should not use the accident book/form to report an accident which occurred in their own home or on an activity which is not work-related.

Accident investigation

Unless the accident is trivial, it will be investigated by the Community Development Worker or Project Coordinator to the relevant area, to the appropriate extent. This will help us ensure that the accident is not repeated.

RIDDOR reportable accidents, incidents and ill health may require investigatory input from our health and safety advisor. This will be determined and arranged by the Chairperson.