

# How to report an accident - a checklist





# How to report an accident

You'll find hazards in any workplace - whether you're running a busy building site or small nursery. And even though you'll have control measures in place to minimise or remove some of the risks, accidents still happen.

So here's a quick, expert overview to help you stay on top of things when the worst happens.

## Why is accident reporting important?

Your people have a legal responsibility to let you - as the employer - know if they get injured at work, no matter how minor it seems. And that's not just employees - it also applies to people like third-parties working on site (e.g., contractors).

It's important to remember that reporting accidents, incidents and near misses isn't about pointing the finger and shifting blame - it's there to help you, as a business owner, stop similar events happening again.

Recording and investigating accidents, incidents and near misses can help you:

- 1) Identify where existing control measures have failed.
- 2) Identify where new control measures are needed.
- 3) Point to areas of your risk assessments which need reviewing.
- 4) Plan to prevent the accident from happening again.
- 5) Where near misses are reported, prevent an accident from happening at all.

### What is an accident?

An accident/incident is an unplanned event that results in personal injury or damage to property, plant or equipment.

### What is a near miss?

A near miss is an unplanned event that didn't result in personal injury or damage to property or equipment, but could have if conditions were slightly different.

## Remember...

Make sure that you have an accident book. When you partner with Citation, you'll have access to an accident book template from the start, so you'll already be prepared.



## Accident reporting for individuals

### How should individuals report accidents?

The individual involved in the accident should complete the accident form, or where necessary, someone acting on their behalf – such as a First Aider, Supervisor or Colleague

Log it in the accident book (should be in a location everyone is aware of)

The accident report should be checked by a qualified person (first aider, manager, etc.) to make sure all the correct details have been included.

The accident report slip should be removed from the book by the qualified person and stored in a locked cabinet to comply with GDPR.

## What to log in the accident book...

### Within your accident book, you should record details like:

The full name, home address, contact details and job title of the person involved (where a third party is involved, make sure you get details of their company name and their manager's contact details).

The time, date and location the accident happened

The date the accident was reported

The name and job title of the person logging the accident

Any specific details relating to the individual (e.g. expectant mother, minor etc).

Details of how the accident happened, including events leading up to the accident and the expected cause of the accident

Names of any witnesses

Details of any injuries (type of injury, body part and severity) and first aid treatment received

Details of any immediate action taken

Any photographic evidence taken at the time of the accident



## Accident reporting for employers

There are two main legal requirements for employers when it comes to accident reporting:

- UK Social Security Regulations – which require all injuries to individuals in the workplace to be recorded.
- Health & Safety legislation – i.e. the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) which require certain accidents and incidents to be reported to the Health and Safety Executive (HSE).

### What should employers do?

Gathering witness statements

You should actively encourage employees to report and record injuries

Provide an accident book and make sure all employees know where it's located. Remember... your accident book should comply with GDPR regulations!

You must fully investigate the cause of each reported accident and make a record of all findings. The main components of your investigation should be:

- Reviewing photos taken at the time of the accident, or reviewing other supporting materials where applicable (e.g. CCTV, cleaning/maintenance logs, etc).
- Did the individual require time off work?
- Does it fall under RIDDOR?
- Were the correct procedures being followed (e.g. using the correct personal protective equipment)?

You must review the accident investigation and document the cause of the accident and what additional control measures will be put in place to stop it happening again. Details to include should be:

- What was the actual cause of the accident (root cause)?
- What control measures will be implemented to stop it happening again (short/medium/long-term)?
- Confirm that the control measures implemented have had the desired outcome.

You must report all notifiable occurrences to the HSE by completing a RIDDOR report



## RIDDOR reporting

In law, you must report certain workplace injuries, near misses and certain cases of workplace disease to the HSE. This duty is under the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR) 2013

### Who should report them?

- An employer or person in charge of premises
- Someone who is self-employed when working in their own/domestic premises

### How and when do I report to the HSE?

A report should be raised within 10 days of the incident.

If reporting a seven-day incapacitation you have up to 15 days after the incident to report.

All incidents can be reported online via the HSE website, and details will be sent to the RIDDOR database.

### What should be reported?

All deaths to workers and non-workers. As a result of work activities

#### Specified injuries

- Fractures (excluding fingers, thumbs and toes)
- Amputations
- Injuries likely to lead to the permanent loss of sight or reduction of sight in one or both eyes
- Crush injury to the head or torso that causes damage to the brain or internal organs
- Any burn injury, including scalding, that covers more than 10% of the body or causes significant damage to the eyes, respiratory system or vital organs
- Scalping
- Any loss of consciousness caused by head injuries or asphyxia
- Any injury caused by working in a closed space

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

- 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
- Occupational cancer

Diagnosed occupational diseases, which are likely to have been caused by work or made worse.

Dangerous occurrences

Gas incidents