

RISK MANAGEMENT GUIDELINES

Accident Reporting

Introduction

The statutory requirements regarding the recording and reporting of accidents, dangerous occurrences and cases of occupational disease are contained in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 commonly known as RIDDOR. This Risk Control Note summarises the position as regards accidents which arise out of or in connection with work.

Responsible Person

The onus for reporting lies with the responsible person as defined in the Regulations. In most cases this will be the “employer” or the “person having control of the premises”.

Enforcing Authority

Reports are to be made to the relevant Enforcing Authority (EA), either the local office of the Health and Safety Executive or the Environmental Health Department of the Local Authority.

Accident

The term accident includes “acts of non-consensual physical violence done to a person at work”, e.g. assault of an employee by a member of the public, but does not include acts of violence to a member of the public by an employee. There is no requirement to report accidents involving road vehicles except in the following circumstances:

- ◆ injury following exposure to a substance being conveyed
- ◆ incidents associated with the loading or unloading of vehicles
- ◆ work involving the construction, repair, etc, of roads and adjacent structures
- ◆ accidents involving a train.

Reporting Procedure

1. In the case of
 - ◆ a fatal accident, or
 - ◆ a major injury, or
 - ◆ a person not at work suffering injury as a result of a work activity and being taken to hospital for treatment the EA will be notified by the quickest practicable means (usually telephone) with a report on Form 2508(revised) sent within 10 days. It is also normal practice to notify the police in the event of a fatality. In addition where an employee dies within 1 year as a result of a reportable accident, the employer shall write to the EA as soon as it comes to his knowledge.

2. A major injury is defined as:
- ◆ any fracture other than to fingers, thumbs or toes
 - ◆ any amputation, dislocation of the shoulder, hip, knee or spine
 - ◆ loss of sight (whether temporary or permanent)
 - ◆ chemical or hot metal burn, or any penetrating injury to the eye
 - ◆ any injury resulting from electrical shock or 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 to unconsciousness which requires resuscitation or admittance to hospital for more than 24 hours
 - ◆ loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent
 - ◆ acute illness requiring medical treatment, or the loss of consciousness, arising from the 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.

3. If, due to an injury at work, a person is off work or is incapacitated from their normal work (e.g. they remain at work but are transferred to light duties) for more than 3 days, not counting the day of the accident, a report in an approved form (e.g. F2508(rev)) shall be sent to the EA within 10 days. Saturdays and Sundays are counted as part of the 3 days, even if the person would not normally work them but would have been unable to do so because of the accident.

Records

The responsible person is to keep a record of any reportable accident and a copy of information provided on F2508(revised) or equivalent. Records are to be kept for at least 3 years.

The legislation does not specify the format of an accident register but the Accident Book BI 510 obtainable from HMSO is frequently used.

The register must contain the following information related all reportable accidents or dangerous occurrences:

- ◆ date and time of accident
- ◆ as regards a person at work - full name; occupation; nature of injury
- ◆ as regards a person not at work - full name; status (e.g. customer); nature of injury
- ◆ place where accident occurred
- ◆ a brief description of the circumstances
- ◆ method by which the event was reported.

For further assistance on this or any other risk control topic please contact the Regional Survey Control Unit through your Royal and SunAlliance Regional Centre or through your insurance adviser.