



Tactical Security Options Limited

Accident Reporting

Last year nearly 150 people were killed and over 600,000 were injured at work. **Good accident reporting can help to reduce this.**

This is why TACTICAL needs you to report everything on our chats, report logs, emails and to the MD.

You may think it's too late once an accident has happened - which IS true for the person who had **that** particular accident..... but if the report leads to a change which prevents other people from being injured in the same way, then it's easy to see how accident reporting **can** help!

It's not just accidents that should be reported, but also some types of ill health and near-misses. Collecting information about all types of incidents, in a consistent way, means an accurate picture of what's going on in your workplace can be built up, showing where potential problems may lie. It means trends can be identified and dangers pinpointed.



And, crucially – it can be a significant step towards doing something about it!

This introduction explains **how** to report incidents, what information should be reported and the level of detail required. It also explains which incidents should be reported to RIDDOR – the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, and who should do this.

Accidents, injuries and near-misses draw attention to areas where safety needs to be looked at. It's important to keep **records** that explain exactly what **has** happened, or what **could have** happened. Your organisation will have someone who is responsible for health and safety. They will be able to monitor these records and investigate them, to find out if there's an underlying cause. For example, they may highlight problems with particular **activities**, or specific pieces of **equipment, materials or substances**.

The findings will be reflected in your organisation's risk assessment. Investigating incidents is a really good way for organisations to clearly show that they are managing health and safety properly and that problems are being dealt with. **It's all about your safety and the safety of those around you.**



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If your organisation has 10 or more employees it **MUST** have a way of recording any incidents, such as an Accident Book. And, even if there are fewer than 10 employees, your organisation may still have an Accident Book, as it's a good way of showing that health and safety is being well-managed. Many organisations, particularly those which have very few accidents, use a paper-based Accident Book which is filled in by hand. However, there are other ways of recording this information, and how you do it will depend very much on your organisation. Some workplaces may have company-specific forms, highlighting areas where particular detail is required; and some will require forms to be completed electronically. You may be able to provide the information required using your mobile phone and there may be an App for you to use to do this.

But, no matter how your organisation records incidents, the **basic details** which must be recorded will be the **same**. **You need to find out how your organisation reports incidents.** We've included a downloadable word document which can be used, either as it is, or adapted to suit your organisation. It might be useful to download this now for reference.

Accident records contain sensitive data and must comply with data protection laws. These laws require **personal details** to be held securely, so that unauthorised people don't have access to personal information about someone else.



The pages in paper-based Accident Books are removable, and when you've completed this type of accident record you must take out the completed pages and give them to your nominated member of staff to be held securely. The same should be done if you use a downloadable form and complete it by hand. Accident records completed electronically should be sent to the person nominated to receive them, who will securely store and protect them.

You need to find out who you should send or give accident records to in your organisation.

(Dave Pattinson).

It's a **legal requirement** that some work-related injuries, types of ill-health and *near misses* (which are also called dangerous occurrences) must be reported under RIDDOR. RIDDOR, stands for the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. **You won't have to do this yourself**, but your employer or someone nominated by them as the **responsible** person **will** have to do this, so it's important that you complete your accident report with as much detail as possible. It will help them decide if your accident, or illness, or the dangerous occurrence you witnessed, needs to be reported under RIDDOR.



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If you have an accident, you're involved in an incident or you witness a near miss, you must get down the information about it, **as soon as possible** – while you remember the details. And you must provide this information to your employer as soon as you can, in the format required by your organisation. One of the reasons why this is important is that **if the incident is reportable under RIDDOR, the report must be received within 10 days of the incident; and injuries which result in a person being off work for over 7 consecutive days need to be reported within 15 days**. So, the person responsible for sending this information must have your Accident Report with enough time to decide if what's happened is reportable under RIDDOR.



However, the **most important** reason for completing a report as soon as possible is that **the sooner an incident is reported, the sooner it can be SORTED!**

Which accidents or incidents HAVE TO be recorded? Do you have to create a report for very minor incidents? For example:

- Should you report that you needed a plaster for a paper cut?
- Or that you nearly choked on a boiled sweet?
- Or that you spilt boiling water on your hand when making a cup of tea?
- And, do you have to create a report for every illness you have?

Well, the answer is that **NO** you DON'T HAVE TO record every incident. The only things which **MUST** be recorded are:

- Work-related injuries which mean that you are off work, or unable to do your full range of normal duties, for more than 3 consecutive days (not counting the day of the injury, but **including** any weekends or other rest days)
- And, **anything that needs to be reported to RIDDOR** – which includes reportable deaths, injuries, occupational diseases or dangerous occurrences.

Although there's no legal requirement to do so, it **CAN BE** useful to record details of **every** accident or incident, regardless of how serious it is. A small, seemingly minor injury may get worse; and even a simple accident which doesn't require first aid may highlight a potentially bigger problem. For example: look at how close the kettle is to the door – a door which opens towards the kettle! A risk assessment will probably spot this hazard, but, **if not**, a record in the Accident Book – even if it's a relatively minor injury - will highlight the danger, and this should lead to the kettle being moved to a safer place. **It's down to your organisation to decide what level of accident reporting it needs. But Tactical wants to know, everything, then we can risk assess what needs changing.**



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Let's have a look at the information you'll need to provide. You'll need to say what sort of incident it is – an **accident**, **ill health**, or a **near miss**. Then you need to complete the details about it.

- Firstly – you need to fill in **your details – name, job title and address**. It can also be useful to include the **name of your supervisor or manager** and indicate whether you've informed them of the incident.
- Then, details about the incident itself, starting with **when** it happened. The **day, date and time**. If it's ill-health, this should be when it **started**.
- If it's a near-miss your answers will be referring to what happened and **could have potentially caused an injury**.
- **Where** did it happen? This needs to be as precise as possible – for example, which building? Which room? Which area? Outdoors? Where exactly?
- You then need to explain **what** happened, including events that led up to it, including as much **relevant** detail as you can. Try to describe it step-by-step. **If you have a mobile phone or camera, take some photos of the scene, or of your injuries, or both**.
- Here are some examples of things you may want to think about:
- **Did it happen during a particular part of the work day?** – for example: On the way in or out of your workplace?
- During normal work activities or while completing an unusual task?
- During the normal working day or while overtime was being worked or during a break?
- **What were you doing when it happened?**
- **Do you know what caused it or why it happened?**
- Was it related to the **work** being done? And if so explain what the work was.
- Was it related to the **place** the work was being done? And, if so, explain why this may have been a factor.
- Was it related to the **equipment** or **substances** being used for the work? This includes PPE and Safety devices or lack of them. If so, list the relevant machines or parts, tools, substances or materials involved.
- If it happened outside, was the **weather** a factor? Was it raining? Icy? Bright sunshine? And so on...
- Were **light conditions** a factor? Was the lighting poor or inadequate? Was the light blinding?
- Was anything **damaged**? If so, what was damaged, and how badly?
- **Were there any witnesses? And if so, how many?** You then need to fill in the name, job title and address for each witness.
- **Could it have been prevented?** How?

Some dangerous occurrences must be reported under RIDDOR, for example:

- Incidents involving lifting equipment
- Scaffolding which collapses; and
- Hazardous escapes of substances

So it's really important that you explain what happened in as much detail as you would if there had been an injury.

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If you were injured you need to explain what the injury was, which part of your body was affected, how severe the injury was and what was done (if anything). For example, were you given **first aid** at the scene? And if so, what, and who gave it? Some major injuries caused by work-related accidents, such as crush injuries, serious burns and fractures, must be reported under RIDDOR, so you must make sure your accident report clearly indicate what your injury is.

If it was a **near miss**, explain how you, or someone else, **might** have been hurt. And it's important to know that if there's been an accident where more than one person has been injured, a separate report must be made for **each** injured person.

If you were injured, what happened next? For example, did you go back to work, go home, or go to the doctors or to a hospital? If you went to the doctors or to a hospital, details will be needed, such as which surgery or hospital, who you saw and what treatment you were given.

Was any time off needed? And, if so, how much? You may need to complete this later. The amount of time you're off work due to a work injury is important, because ALL injuries that cause someone to be off work for over 3 days must be **recorded**, and if it's more than 7 consecutive days (not including the day of the injury), it will need to be **reported** under RIDDOR.

If your report is about ill-health that's the result of the work you do or the place you work, what illness is it? Some diagnosed cases of certain occupational diseases must also be reported under RIDDOR, so it's important to make sure you get the details right.

The Accident Report should include a consent statement allowing you to indicate whether your personal information can be shared or not. If your answer is no, only the details about **the accident** itself can be shared, not your personal details.

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Finally, write the date the accident form was completed and sign it. If it's being completed electronically this can be left blank.

If the person who had the incident IS the person filling in the form, then this section does not need to be completed. However, **you may not be able** to complete an accident record for an accident **you've had**. In this case, someone else, such as the person who gave you first aid, will complete it for you.

And there may be situations when **you** have to complete an accident record for **someone else**. If someone is completing the form on behalf of **someone else** then they must fill in **THEIR OWN DETAILS** and write what their connection is, for example, a first aider, colleague, manager or supervisor.



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If the form is being completed for someone who's been injured in a work-related accident, but they're **not** an employee in your organisation, such as a visitor, contractor, or a member of the public, then it's useful to explain why they're on your premises.

If they're taken to hospital for **treatment for that injury**, this must be reported under RIDDOR.

Finally, write the date the accident form was completed and sign it. If it's being completed electronically this can be left blank.

If you're making the report electronically, you need to send it to the person or department that's been nominated to look after this. Your organisation may have a specific email address set up for this purpose. If you're completing a form or pages from an Accident Book, you'll need to give this information to the person responsible. The information will be added to the records and kept in a secure system which can only be accessed by authorised personnel. Records concerning any reportable injury, occupational disease or dangerous occurrence and of any injury where an employee is off work for over 3 consecutive days, must be kept for a minimum of 3 years. **This is a legal requirement.**



When the report is submitted your responsible person will use the information you provide to decide if it should be reported under RIDDOR and they'll send the information on, if it's appropriate. The report will have a section for your responsible person to record what action was taken, or will be taken.

Thank you for completing this training on **Accident Reporting**.

It should now be clear how important it is to report incidents that happen in your workplace. And how important it is that your reports are as **detailed** as possible. Good Accident Reporting helps to create a safer working environment. It helps identify problems, and this can often be the first step in making sure the same accident doesn't happen again!



Reporting of Injuries Diseases and Dangerous Occurrences Regulations

Tactical requires all staff, to report all, incidents, occurrences, accidents minor or major, even near miss occurrences, to Dave Pattinson in writing through our current reporting systems.

28.34 Accident reporting guidance notes V1 2020.