



Policy:	Accident Incident Reporting	Reference:	AIRSES0002
		Review Date:	03/2023

The Company is committed to achieving the highest standards of health and safety within the workplace. If accidents, incidents or near misses do occur (described generically from this point as incidents), they need to be reported internally, so that the company can carefully examine if there is a cause which may be eliminated and to avoid a repetition in the future.

In certain circumstances (in relation to the type and severity of the incident), there may also be a requirement to report the incident to an external body, such as the HSE, RIDDOR etc.

Purpose.

To ensure a consistent approach to the reporting of accidents/incidents and the formulation of a detailed internal investigation report where appropriate in line with company policy and statute law.

Scope.

This Procedure applies to all SES Engineering (Newark) Ltd's employees.

Procedure.

Definitions.

- **Accident:** - "any unplanned event that results in personal injury or damage to property, plant or equipment.
- **Near-miss:** - "an unplanned event which does not cause injury or damage but could have done so." Examples include items falling near to personnel, incidents involving vehicles and electrical short-circuits.

Accident Book – applies to everyone.

In the event of an incident, the priority is to ensure the injured person is cared for, made safe from other dangers and that first aid is administered as appropriate. If necessary, notify the emergency services.

If an incident occurs to an employee, visitor or contractor, the details of the incident must be entered into SES Engineering (Newark) Ltd.'s Accident/Incident report form (Ref: AIRFSES0003) in addition to the Accident Book. The book is kept by the office manager in the office. The following information is required:

- The date and time of the incident.
- The full name and address of the person(s) affected.
- The person completing the entry if different.
- The occupation of the person(s) affected.
- The nature of the injury or condition.
- The place where the incident occurred.
- A brief, but clear description of the circumstances.

Any witnesses must complete a Witness Report Form. (Ref: WSFSES0004)

In Addition:

- All incidents must be reported to a responsible person, normally the employee's immediate supervisor without delay or as soon as safe to do so.
- The injured person should complete the record in the Accident Book without delay. If an injury renders an employee unable to make an entry in the Accident Book, this should be completed by a witness or someone who is able to enter an account of the incident. The employee's account should be entered as soon as possible after the event.



- An injury may be dealt with by a first aider, or the situation taken under control by an appointed person. However, if an emergency arises, medical assistance, e.g., an ambulance, must be called at the first opportunity. Any incident involving emergency services must be reported to senior management immediately (Ref: ESSES0020).
- Where an incident results in absence from work, employees must inform the company accordingly. Employees who are absent as a result of an incident at work (LTI- Lost Time Injury) must keep the Company informed of their progress, up to and including a return to normal duties.
- The Accident Book must be kept indefinitely.

Incident Reporting Procedure - Visitors/Contractors.

Any non-employee who is involved in an incident whilst on the company's premises, however minor, must report the incident immediately to the person responsible for his or her presence on site. If the person responsible is not available, the visitor/contractor must obtain the assistance of a responsible person to ensure that the procedure is adhered to. Visitors and contractors who are unable to enter their own account into the Accident Book must arrange for another person to make an entry on their behalf. Visitors and contractors should also notify their own employer where applicable.

Incident reporting procedure – members of the public.

If a major injury occurs to a member of the public on the Company's premises which results in their removal from site for hospital treatment, then this is notifiable to the local enforcing authority.

Injuries to non-workers.

The Company will report injuries to members of the public or people who are not at work (for example visitors) if they are injured through a work-related incident and are taken from the scene of the incident to hospital for treatment to that injury. (Examinations and diagnostic tests do not constitute 'treatment' in such circumstances and there is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent).

Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)

The Company has a clear responsibility under RIDDOR to report and keep records of:

- Work related deaths.
- Certain serious injuries (reportable injuries).
- Diagnosed cases of certain industrial diseases.
- Certain dangerous occurrences (near-miss incidents).
- Gas incidents.

For the purposes of **RIDDOR**, an accident is a separate, identifiable, unintended incident that causes physical injury. This specifically includes acts of non-consensual violence to people at work. Reportable injuries under RIDDOR (including deaths) do not have to be automatically reported but must be reported if they occur as the result of a work-related accident. When deciding if the accident that led to the death or injury is work-related, the key issues to consider are whether the accident was related to:

- the way in which the work was carried out.
- any machinery, plant, substances, or equipment used for work.
- the condition of the site or premises where the accident happened.

If any of the above relates to the incident, then the incident must be reported.

Deaths.

All deaths to workers and non-workers (with the exception of suicides), must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

RIDDOR reportable Injuries.

- Fracture other than fingers, thumbs, or toes.
- Amputation.
- Dislocation of the shoulder, hip, knee, or spine.
- Loss of sight, temporary or permanent.
- Chemical or hot metal burn to the eye or any penetrating injury to the eye.

- Injury as a result of electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Any other injury, leading to hyperthermia, heat-induced illness or unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent.
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin.
- Acute illness requiring medical treatment where there is a reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Reportable Occupational Diseases.

The Company will report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include:

- Certain poisonings.
- Some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne.
- Lung diseases including occupational asthma, farmers lung, pneumoconiosis, asbestosis, mesothelioma.
- Infections such as leptospirosis, hepatitis, tuberculosis, anthrax, legionellosis and tetanus.
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

Reportable dangerous occurrences (examples).

- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.
- Explosion, collapse or bursting of any closed vessel or associated pipe work.
- Plant or equipment coming into contact with overhead power lines.
- Electrical short circuit or overload causing fire or explosion.
- Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion.
- Accidental release of a biological agent likely to cause severe human illness.
- Malfunction of breathing apparatus while in use or during testing immediately before use.
- Collapse or partial collapse of a scaffold over five metres high or erected near water where there could be a risk of drowning after a fall.
- Dangerous occurrence at a pipeline.
- A dangerous substance being conveyed by road is involved in a fire or released.
- Unintended collapse of any building or structure under construction, alteration, or demolition where over 5 tonnes of material falls; a wall or floor in a place of work; any false work.
- Explosion or fire causing suspension of normal works for over 24 hours.
- Sudden, uncontrolled release in a building of: 100kg or more flammable liquid, 10kg or more of a flammable liquid above its boiling point or 10kg or more of a flammable gas or 500kg of these substances if the release is in the open air.
- Accidental release of any substance which may damage health.

Reporting Procedure under RIDDOR

In all cases, where a serious incident has occurred, or the event is reportable under the regulations, the Company will undertake to make the appropriate report without delay.

Reporting may be on-line at www.hse.gov.uk/riddor Or telephone for fatal and specified injuries only.

The Incident Contact Centre will give advice on 0845 300 9923 Monday to Friday 8.30am - 5pm.



The Company's Accident Books will be completed for all incidents, including those reported additionally under RIDDOR.

Investigation.

It is the policy of this organisation to ensure that, where practicable, all accidents or incidence of work-related ill health, dangerous occurrences and near misses will be fully investigated by suitably trained staff. Accident or incident investigation is not a means of determining fault or apportioning blame.

The purpose of the investigation is:

- To ensure that all necessary information in respect of the accident or incident is collated.
- To understand the sequence of events that led to the accident/incident.
- To identify the unsafe acts and conditions that contributed to the cause of the accident/incident.
- To identify the underlying causes that may have contributed to the accident/incident.
- To ensure that effective remedial actions are taken to prevent recurrence.
- To enable a full and comprehensive report of the accident/incident to be prepared and circulated to all interested parties.
- To enable all statutory requirements to be adhered to.

Comment:

Risk assessment will be performed on all work activities undertaken by the company and will take account of all hazards associated with the process or activity being assessed. A guide to assist with hazard identification is detailed below.

- A risk assessment will be reviewed if:
- A new location/site is to be operated.
- New/changed work methods, equipment, substances, or environments are introduced.
- Any specific work which may reasonably be expected to present a high risk to the health, safety and welfare of the people undertaking it and those who may be affected by it.