

# THREE BOROUGHES HOUSING CO-OPERATIVE

## Accident Reporting Procedure

### 1. Introduction

All organisations have a legal duty to report certain kinds of accidents and incidents, as well as a duty to protect from injury or ill health, those who come into contact with the Co-operative's work activities.

This procedure sets out Three Boroughs Housing Co-operative's approach to the reporting, recording and investigation of accidents and incidents (including near misses).

### 2. Purpose of the Procedure

- To help the Co-operative identify the immediate and underlying causes of accidents and incidents in order to prevent a recurrence.
- To encourage all employees, Members and contractors to report accidents and incidents.
- To promote a no blame culture where the emphasis is on improving working processes and control measures rather than blaming individuals.

### 3. Definitions

Accident – an unplanned, unexpected event that results in injury or ill health to an employee, Member, contractor or member of the public, or some other form of damage or loss (e.g. to property) in relation to the Co-operative's business activities.

Incident or Near Miss – an unplanned, unexpected event which did not result in injury, ill health, damage or loss, but had the potential to do so.

RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. These regulations require employers and those in control of premises to report specific workplace incidents.

HSE – the Health and Safety Executive is the body responsible for the encouragement, regulation and enforcement of workplace health, safety and welfare.

### 4. Relevant Legislation

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

### 5. Types of Accidents and Incidents to report

The following are examples of accidents or incidents which should be reported, but the list is not exhaustive:

- Personal injury of any kind.
- Illness – of a type that needed assistance from medical personnel or services that may have been related to work activities.

- Verbal or physical abuse – of any employee, Member or contractor that occurred in person or indirectly (e.g. by telephone or email).
- Fires – any fire relating to a Co-operative property, whether resulting in injury or not.
- Near miss – any incident that could have resulted in an injury or damage to property.
- Contractor incident – if working on the Co-operative's behalf at one of the properties or Housing Office.
- Enforcement Action – a statutory notice, formal letter or other communication from an enforcing authority relating to the Co-operative's work (e.g. Health and Safety Executive, Fire Authority, Local Authority).

## **6. Reporting an Accident or Incident**

### **6.1 Initial Report**

All accidents or incidents must be reported to the Co-operative Housing Manager in the first instance. Employees must report any injury or illness affecting themselves to the Worker Support Group.

A factual, clear and concise record of the accident or incident should be made by the Co-operative Housing Manager to include:

- Full details of the person(s) involved
- Full details of any witnesses
- Where the event occurred
- How the event occurred
- If there were any injuries or damage, and of what nature

Any supporting evidence, such as photographs taken at the scene, should also be attached to the report.

### **6.2 RIDDOR Requirements**

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) place duties on all organisations to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses) to the Health and Safety Executive. A decision therefore needs to be taken as to whether any accident is a reportable incident.

The types of RIDDOR Reportable incidents are outlined in Appendix 1 of this policy. It is recommended all such incidents are also reported to the relevant landlord Housing Association.

Reports should be made by completing the appropriate online report form at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor). The form will be directly submitted to the RIDDOR database and a copy sent to the Co-operative, For fatal and specified injuries only, calls can be made to the Incident Contact Centre on 0845 300 9923 (Monday to Friday 8.30 am to 5.00 pm).

## **7. Investigation of the Accident or Incident**

Following any accident or incident, the person(s) receiving the report will be responsible for ensuring an investigation is carried out, the purpose of which is to:

- Ensure all the necessary information in respect of the accident or incident is collated.
- Understand the sequence of events and any unsafe acts or conditions which led or contributed to the accident or incident.

- Identify any underlying or root causes that may have contributed to the accident or incident.
- Ensure any effective remedial actions are taken to prevent a recurrence.

## 8. Recording

The Co-operative Housing Manager is responsible for ensuring all accidents, however minor, are recorded in the Co-operative's Accident Log.

All records of all reportable injuries, diseases or dangerous occurrences should be kept for at least 18 years after the date on which the incident happened.

All recorded incidents must be reported to the Management Committee at the earliest opportunity.

## 9. Responsibilities of The Management Committee

- Ensure any accidents reportable under RIDDOR are reported to the Health and Safety Executive.
- Regularly review the records of all accidents and incidents which have been logged.
- Implement changes or arrange any training necessary to prevent a recurrence of the accident or incident, including updating any risk assessment related to the activity which led to the accident.
- Share the conclusions and learning outcomes from any investigation with the wider membership.

## 10. Review of Procedure

This procedure will be regularly reviewed to ensure it reflects best practice and to address any legislative, regulatory, or operational changes.

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|--|---------------------------------|
| <b>Approved by the Management Committee on</b> | <b>8<sup>th</sup> June 2022</b> |
| <b>Signature</b>                               |                                 |
| <b>Position of Signatory</b>                   |                                 |
| <b>For review on</b>                           | <b>8<sup>th</sup> June 2027</b> |

## Appendix 1

### Types of RIDDOR Reportable Incidents

A RIDDOR report is required only when the accident is:

- Work-related
- And the type of injury/disease or dangerous occurrence is of the reportable type as outlined below.

#### Death

All deaths of 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.

#### Specified Injury

- A fracture, other than to fingers, thumbs and toes
- Amputations
- Permanent loss of sight or reduction of sight
- Crush injuries leading to internal organ damage
- Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs)
- Scalping (separation of skin from the head) requiring hospital treatment
- Unconsciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours

#### Over-Seven-day injury

This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

#### Injuries to non-workers

Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured, and is taken from the scene of the accident to hospital for treatment to that injury. There is no requirement to establish what hospital treatment was actually provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

#### Reportable Occupational Diseases

Employers and self-employed people must report diagnoses of certain occupational diseases where these are likely to have been caused or made worse by their work.

These diseases include:

- 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
- Any occupational cancer

- Any disease attributed to an occupational exposure to a biological agent

#### Reportable Dangerous Occurrences

Dangerous occurrences are certain, specified 'near-miss' events (incidents with the potential to cause harm). Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces. Further detailed current information can be found at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)