

## Accident Prevention

An accident is an unplanned, uncontrolled event with the potential to cause injury, damage or other loss.

The first step to accident prevention is to carry out a risk assessment. **You will find more information on risk assessment in Section 3 of this Workbook.**

### Accident Investigation

All accidents, incidents of violence, work-related ill health problems and near misses, including any threats, must be reported to the employer or the person in charge. Specific details must be recorded in the accident book.

The matter should be investigated to discover the possible causes, and to set up appropriate controls to prevent health or safety problems from recurring. Any risk assessment already carried out should be reviewed and, if appropriate, amended. If a risk assessment has not been done in respect of the work activity involved, then it must be carried out.

### Accident Record

- Date of accident
- Person affected
- Job title of person affected
- Details of injury sustained
- Incident/accident description
- Location of incident/accident
- First aid/treatment administered
- Any action taken as a result
- Name, Address and occupation of the person making the record

### Reporting of Accidents

Employers must report particular accidents, incidents and ill health to the appropriate Enforcing Authority (e.g. Local Authority or Health and Safety Executive). An Incident Contact Centre (ICC) has been introduced through which accidents can be reported and it is sufficient to notify the ICC to fulfil your reporting obligation under the regulations.

### Death or Major Injury

If there is an accident connected with work and

- Your employee, or self-employed person working on your premises is killed or suffers a major injury (including as a result of physical violence); or
- A member of the public is killed or taken to hospital.

You must notify the enforcing authority by telephone without delay. And within 10 days, following this up with a completed accident report form (F2508) or by providing full details to the ICC.

**Over-Three Day Injury**

If there is an accident connected with work (including as a result of physical violence) which leads to your employee or a self-employed person working on your premises, being off work, or unable to work for more than 3 days, then an F2508 form must be completed and reported within 10 days.

**Diseases and Dangerous Occurrences**

There are specific work related diseases and dangerous occurrences which must be reported. These are detailed in the 'Riddor Explained' leaflet.

**Reporting to the Incident Contact Centre**

By post to: Incident Contact Centre  
Caerphilly Business Park  
Caerphilly  
CF83 3GG

By telephone: 0845 300 9923

By fax: 0845 300 9924

By Internet to: [www.riddor.gov.uk](http://www.riddor.gov.uk)

By e-mail to: [riddor@natbrit.com](mailto:riddor@natbrit.com)

- .....
- **Checklist**
- Do you have an accident book?
  - Do you have a suitable first-aid or appointed person?
  - Do you have suitable and suitably located first aid supplies?
  - Do you know the procedure for reporting accidents?
  - Are you recording all accidents, incidents and near misses?
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## Emergency Plans

Employers need to plan for emergency situations such as accidents, fire and bomb alerts, chemical spillage's etc. Staffs need information on these procedures, and the procedures should be detailed within the company health and safety policy. Staff also should have training in the procedures that they may need to follow.

Details should include:-

- How to raise the alarm
- What to do e.g. how to call the emergency services
- Where to go to reach safety
- The names of first-aiders and persons in control
- Essential actions that need to be done, in particular situation e.g. how to shut down plant or machinery.

## First Aid Provision

A risk assessment needs to be carried out by the employer to assess what level of first aid provision is required at the premises. The following factors need to be considered:-

- Does the work involve hazardous substances or dangerous equipment?
- How many people work at the premises?
- Are there any employees with special needs or who are young or inexperienced?
- Is the work in remote areas?
- Does the work involve regular travel?
- Does the work involve lone working or shift working?
- Does the work involve interaction with staff from another company or the presence of members of public?

For most small businesses it may be sufficient to:-

**Appoint** someone to take charge in an emergency situation, to call an ambulance and to look after the first aid provision on the premises (e.g. first-aid kit). There should always be an “**appointed person**” on the premises, so more than one person will be required to cover absence, shift work etc.

**Provide** and keep fully stocked adequate **first aid kits**, which should be accessible at all times. The kit should contain sufficient materials as per the suggested list (see leaflet “First Aid Your Questions Answered”) and should not contain medication of any kind.

**Tell** your staff the location of the first aid equipment and the name and location of the appointed person or first-aider and display notices with this information.

**Records** all first aid treatment given. This may be done in your accident book.

## First Aid Training

First aiders must have appropriate training and must have a certificate to demonstrate this training, and the training must be renewed every 3 years.

Appointed persons should be trained in respect of what to do in the event of an emergency. There are one day “appointed persons” training courses available and are recommended