

# STANWICK PARISH COUNCIL

## ACCIDENT PROCEDURE

1. Complete accident report forms
2. Take photographs of the site as soon as possible after the accident to record conditions.
3. Fence off unsafe equipment, take photographs as proof. Use orange tape/fencing from builder's merchants and put up laminated signs.
4. Make safe or remove defected equipment as a matter of urgency.
5. Notify the insurers within 21 days of the accident
6. Inform HSE if it is a serious accident.
7. Report accident at next available council meeting and record detailed minutes
8. Work out how to avoid a repeat of the accident.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) require you to report certain accidents to your enforcing authority. The easiest way to do this is by completing the report online on the HSE website – [www.hse.gov.uk](http://www.hse.gov.uk). If you need to report a fatal/ specified and major incident this can be done by calling the Incident Contact Centre (ICC) on 0345 300 99 23 (local rate).

### **Accidents that should be reported are:**

- Fatalities
- Specified major injuries, such as fractures (other than of fingers or toes), amputations, loss of sight and injury from electric shock
- Accidents which lead to incapacity from normal work for more than seven days (including being unfit for work on non-work days)
- Injuries caused by violence to employees
- Reportable industrial diseases, e.g. Weil's disease and Legionnaire's disease
- Dangerous occurrences, e.g. the collapse of scaffolding over five meters in height, or a boiler explosion
- If a member of the public is killed or taken to hospital as a result of an accident on your land or premises.

It should be noted that the Social Security Administration Act 1992 also requires you to keep details of accidents to employees for industrial injury benefit purposes.

### **Accident investigation**

It is important that if any accidents do occur they are investigated. By investigating accidents you will be able to learn lessons and therefore prevent workplace injury and ill health.

To investigate an accident you must:

- Gather information
- Analyse this information
- Identify risk control measures
- Produce and action plan and implement it.

When an accident occurs there are many hidden costs, which often can't be quantified. An example would be the loss of expertise if an employee had an accident and was unable to work for a long period of time