

Accident Monitoring System

P & P Cleaning Services as an employer, has legal duties under RIDDOR that requires us to report and record some work-related accidents by the quickest means possible. Please inform the office of all accidents including minor injuries to be logged into our Accident Log Spreadsheet.

If there is an accident connected with work and our employee, or a self-employed person working on the premises, or a member of the public is killed you must notify the enforcing authority without delay. You can either telephone the ICC on 0845 300 99 23 or complete the appropriate online form on the HSE website details below.

If there is an accident connected with work and our employee, or a self-employed person working on the premises sustains a major injury, or a member of the public suffers an injury and is taken to hospital from the site of the accident, you must notify the enforcing authority without delay by telephoning the ICC or completing the appropriate online form.

Reportable major injuries are:

- Fracture, other than to fingers, thumbs and 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 resulting from an 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 hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
- Unconsciousness caused by asphyxia or exposure to 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 reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

If there is an accident connected with work (including an act of physical violence) and an employee, or a self-employed person working on your premises, suffers an over-three-day injury you must report it to the enforcing authority within ten days.

An over-3-day injury is one which is not major but results in the injured person being away from work OR unable to do their full range of their normal duties for more than three days.

If a doctor notifies you that an employee suffers from a reportable work-related disease, then you must report it to the enforcing authority.

Certain poisonings;

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

If something happens which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence which must be reported immediately. Just call the Incident Contact Centre on 0845 300 99 23 or complete the appropriate online form.

Reportable dangerous occurrences are:

- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- Explosion, collapse or bursting of any closed vessel or associated pipework;
- Failure of any freight container in any of its load-bearing parts;
- 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;
- Failure of industrial radiography or irradiation equipment to de-energize or return to its safe position after the intended exposure period;
- Malfunction of breathing apparatus while in use or during testing immediately before use;

- Failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent;
- 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;
- Unintended collision of a train with any vehicle;
- Dangerous occurrence at a well (other than a water well);
- Dangerous occurrence at a pipeline;
- Failure of any load-bearing fairground equipment, or derailment or unintended collision of cars or trains;
- A road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released;
- A dangerous substance being conveyed by road is involved in a fire or released;
- The following dangerous occurrences are reportable except in relation to offshore workplaces: unintended collapse of: any building or structure under construction, alteration or demolition where over five tonnes of material falls; a wall or floor in a place of work; any false-work;
- Explosion or fire causing suspension of normal work for over 24 hours;
- Sudden, uncontrolled release in a building of: 100 kg or more of flammable liquid; 10 kg of flammable liquid above its boiling point; 10 kg or more of flammable gas; or of 500 kg of these substances if the release is in the open air;
- Accidental release of any substance which may damage health.
- Additional categories of dangerous occurrences apply to mines, quarries, relevant transport systems (railways etc) and offshore workplaces

Although the Regulations specify varying timescales for reporting different types of incidents, it is advisable to ring and report the incident as soon as possible by calling the Incident Contact Centre on 0845 300 99 23.

In cases of death, major injury, or dangerous occurrences, you must notify the enforcing authority without delay. Contact details below:

By phone 0845 300 99 23 (local rate)

Online

By email: riddor@natbrit.com

By Post: Incident Contact Centre, Caerphilly Business Park, Caerphilly CF83 3GG.

UPDATE to policy: April 2012

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) Change - 6 April 2012

As of 6 April 2012, RIDDOR's over-three-day injury reporting requirement has changed. The trigger point has increased from over three days' to over seven days' incapacitation (not counting the day on which the accident happened).

Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work. Employers and others with responsibilities under RIDDOR must still keep a record of all over-three day-injuries – if the employer has to keep an accident book, then this record will be enough.

The deadline by which the over-seven-day injury must be reported has also increased to fifteen days from the day of the accident. A new leaflet Reporting accidents and incidents at work^[1] explains the change.