

## ACCIDENT REPORTING & FIRST-AID

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There is a legal requirement to report certain workplace accidents (*The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995*). Diseases related to specified occupational activities must also be reported where a registered medical practitioner has made a written diagnosis. It is also essential that arrangements be made to provide first aid if someone is injured at work. First aid requirements apply to both employers and the self-employed, but not in respect of non-employees.

### ACCIDENTS

#### 1. Reporting Accidents

Certain types of accidents need to be reported to your Enforcing Authority<sup>1</sup>. Exact details are given in the guide HSE 31: RIDDOR *explained*, but in short:

- Fatal or specified major injuries to anyone in connection with your business need to be reported without delay (e.g. by phone call).
- If anyone working for you is *incapacitated* (cannot do their normal job) for more than three days because of an accident, a report must be made within 10 days.
- If no injury results, but the accident is classed as a Dangerous Occurrence (see Guidance HSE 31 referred to above for a list of reportable Dangerous Occurrences), a report must also be made without delay.
- A form F2508<sup>2</sup> should be used for reporting notifiable accidents and dangerous occurrences.

#### 2. Keeping Records

- A record must be kept of all reportable injuries and dangerous occurrences. The DSS Accident Book (BI510) or the Health and Safety Executives F2509 would suffice for recording these details.
- Records should be kept for 3 years
- The DSS require an accident book to be kept on the premises if over 10 people are employed by your organisation.

#### 3. Investigating Accidents

- Routinely investigating workplace accidents to establish the cause is essential if accidents are to be avoided in the future.

- Accident books should also be regularly reviewed. Apart from looking at the frequency of accidents, checks should be made for reporting accuracy (under RIDDOR) and the development of patterns.
- In the case of the latter, look at the locations where the accidents are occurring, the types of injuries suffered and the equipment or substances involved.

## **FIRST-AID ARRANGEMENTS**

### **1. First-Aid Kits**

- To be provided by employers for their employees and the self-employed for themselves.
- The First-Aid box should be clearly marked (white cross on a green background).
- Only specified contents should be kept in the box – nothing else. A list of the minimum specified contents is available from your Enforcing Authority.
- Special contents are permissible for specific hazards if training has been provided.

### **2. Appointed Persons**

- Appointed persons are not fully trained “first aiders”, but simply take charge of a situation when an injured person may need medical help.
- Appointed persons also take charge of first aid equipment and facilities.
- All employers must appoint such persons. This is a minimum standard and they must be available at all times when people are at work.

### **3. Suitable Persons**

- These are people trained in first aid.
  - As a guide, in a low risk situation (e.g. office work), one suitable person is required for every 50 employees.
  - Higher risk work may require suitable persons to be appointed for fewer staff.
  - Cover should be available for shift-work and holidays.
  - Training must be provided by an organisation approved by the Health and Safety Executive<sup>3</sup>.
  - Refresher training should be provided and records kept of qualification details.
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Further Information:

<sup>1</sup> See About This Pack; <sup>2</sup> F2508 Report of Injury or Dangerous Occurrence ISBN 0 7176 0417 9; <sup>3</sup> Advice should be sought from the Health and Safety Executive at the address at the beginning of this pack; A Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (HSE) (L73) ISBN – 7176-2431-5; RIDDOR explained (HSE 31); First Aid at Work. Health and Safety (First Aid) Regulations 1981 – Approved Code of Practice and Guidance 1990 (HSE) ISBN 0 7176 0426 8.