

MWMAC Ltd requires all employees to report accidents and near-miss incidents whilst carrying out training, assessment or work activities.

The four most important steps are to:

- make sure that all the relevant details are reported as soon as possible, in accordance with established procedures
- remove residual hazards that may pose a risk for other people in the area
- notify management of incapacity for work that results from an injury sustained during a work activity
- review existing systems of work to prevent a recurrence

### **RECORD KEEPING**

A record must be kept of all accidents and dangerous occurrences (near-miss incidents). The Incident Book must contain specific information relating to the incident.

An approved form of Incident Book, BI510, obtainable from the Health & Safety Executive (HSE Books), is designed to enable compliance with the Social Security (Claims and Payments) Regulations 1979 and to assist employers in identifying injuries reportable under RIDDOR.

The record must contain the following information:

- the date and time of the incident;
- the full name and address of the person(s) affected;
- the person completing the entry if different;
- the occupation of the person(s) affected;
- the nature of the injury or condition;
- the place where the accident or near miss occurred;
- a brief but clear description of the circumstances.

Additionally, under RIDDOR, when a person not at work is involved in a reportable accident, then the name, status (e.g. visitor) and nature of injury must be recorded as part of the Incident Record.

The date and method of reporting events to the enforcing authority, e.g. by telephone, must also be kept. The Incident Book must be retained indefinitely. Details of any training provided to those responsible for reporting accidents and near misses should also be recorded elsewhere.

### **THE INCIDENT BOOK**

All accidents resulting in personal injury must be recorded in the Incident Book, BI510. This contains information which must be recorded under law. The Incident Book will be regularly reviewed to ascertain the nature of incidents which have occurred in the workplace.

All near misses must also be reported to management as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

### **INCIDENT REPORTING PROCEDURES**

#### **1. Employees**

In addition to an entry in the Incident Book which should be made by the injured persons, any accident or dangerous occurrence must be reported to a responsible person, normally the employee's immediate Supervisor in charge.

If an injury renders an employee unable to make an entry in the Incident Book, this should be completed by a witness or someone who is able to enter an account of the incident. The employee's account must be entered as soon as possible after the event. All accidents and near misses must be recorded, however minor, as unless MWMAC Ltd. is informed of these incidents, it will be unable to take remedial action.

An injury may be dealt with by a first aider or the situation taken under control by an appointed person. However, if an emergency arises, medical assistance, e.g. an ambulance, must be called at the first opportunity. Any incident involving an emergency must be reported to Anne Hughes or Chris Hughes immediately.

Where an accident results in absence from work, employees must inform MWMAC Ltd. accordingly. Employees who are absent as a result of an accident at work must keep MWMAC Ltd. informed of their progress, up to and including a return to normal duties.

## **2. Instructors & Assessors**

If an injury, damage incident or near miss is reported to a member of management, that Manager should ensure that appropriate records are maintained as above.

If the incident results in over three consecutive days of incapacity for work (including weekends) it is reportable under RIDDOR and the local enforcing authority must be informed by telephone or on a prescribed form (F2508) within ten days.

Major incidents (as defined in RIDDOR) must also be reported to the enforcing authority immediately by telephone and be followed within 10 days by a completed Form F2508. A photocopy of the completed form should be kept with other records.

MWMAC Ltd. must keep records of any developments to the injured person's health, up to and including a return to normal duties.

## **3. Visitors (i.e. Candidates/Trainees) & Contractors**

Any non-employee who is involved in an accident or near-miss incident whilst on MWMAC Ltd premises must report the incident immediately to the person responsible for his or her presence on site. All injuries must be reported in the accident book, however minor.

If an injury renders a Visitor or Contractor unable to make an entry in the Incident Book, this should be completed by a witness or someone who is able to enter an account of the incident. The account must be entered as soon as possible after the event.

All accidents and near misses must be recorded, however minor, as unless MWMAC Ltd. is informed of these incidents, it will be unable to take remedial action. Visitors and Contractors should also notify their own employer where applicable.

## **4. Members of the Public**

If a major injury occurs to a member of the public on MWMAC Ltd.'s premises which results in their removal from site for hospital treatment, then this is notifiable to the local enforcing authority immediately and a form F2508 must be sent within 10 days.

## **NOTIFIABLE DISEASES**

If a doctor notifies MWMAC Ltd that an employee / trainee suffers from a reportable work related/ course disease you must send a completed disease report form (F2508A) to the enforcing authority.

Reportable diseases include:

- 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, legionellosis and tetanus
- other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

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