

October 4, 2018

POLICY STATEMENT

Homecare D & D Ltd recognises its responsibility to ensure that all reasonable precautions are taken to provide working conditions that are safe, healthy and compliant with all statutory requirements and codes of practice.

However, the organisation recognises that even in the safest of working environments accidents are, from time to time, inevitable. The Health and Safety at Work Act 1974 requires employers to ensure the health, safety and welfare of all their employees as far as is reasonably practicable.

As part of this commitment, employers must, by law, notify certain categories of accidents, specified cases of ill health and specified dangerous occurrences to the Health and Safety Executive (HSE) to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

This is necessary so that the HSE can determine trends and patterns in workplace accidents and put in place legislation and guidelines that will safeguard workers all over the UK. It also helps the organisation to determine local patterns and causes of accidents so that it can ensure that preventative measures are in place to avoid a recurrence. Therefore, in this organisation, all accidents, incidents and "near misses" must be recorded and reported to the management.

This Policy is intended to set out the values, principles and policies underpinning this organisation's approach to accident reporting, to enable the organisation to meet the requirements of the (RIDDOR) and to prevent the recurrence of incidents in the future as far as it is possible.

The goals of the organisation are to ensure that:

- a) Homecare D & D Ltd complies fully with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and the 2013 changes.
- b) All accidents and incidents involving injury to staff or service users are reported and recorded, no matter how minor.
- c) All reported accidents or incidents are fully investigated
- d) The results and recommendations from investigations are fully implemented to prevent any recurrence of such incidents.

ACCIDENT REPORTING

Accident reports are covered by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and 2013 changes. RIDDOR requires employers to:

- a) Keep adequate records of accidents and injuries
- b) Report fatal accidents immediately to the Health and Safety Executive (HSE)
- c) Report specified injuries immediately to the HSE
- d) Report dangerous occurrences immediately to the HSE
- e) Report specified diseases to the HSE

A report is required in the following circumstances.

1. A fatality (to an employee or a non-employee).
2. A specified injury to an employee, including:

October 4, 2018

- a) A fracture other than to fingers, thumbs or toes
 - b) Amputation of an arm, hand, finger, thumb, leg, foot or toe.
 - c) Permanent loss of sight or reduction of sight
 - d) Crush injuries leading to internal organ damage
 - e) Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs)
 - f) Scalpings (separation of skin from head) which require hospital treatment
 - g) Unconsciousness caused by head injury or asphyxia
 - h) Any other injury arising from working in an enclosed space, which leads to hypothermia, heat induced illness or requires resuscitation or admittance to hospital for more than 24 hours.
3. An employee being unable to carry out normal work for seven successive days. An over-seven-day injury is one which is not major but results in the injured person being away from work or unable to do the full range of their normal duties for more than seven days (including any days they wouldn't normally be expected to work such as weekends, rest days or holidays) not counting the day of the injury itself.
4. dangerous occurrences, including:
- a) lifting machinery
 - b) pressure systems
 - c) electrical short circuit or overload
 - d) biological agents
 - e) collapse of scaffolding, building or structure
 - f) explosion or fire
 - g) escape of flammable substances

Note: Reportable dangerous occurrences are potentially dangerous incidents (eg the collapse of part of a building or scaffolding, accidental ignition of explosives and the release of large quantities of flammable liquid), which must be notified to the enforcing authority even if they do not, in fact, cause injury.

5. Dangerous occurrences. Industrial diseases are listed under the following eight categories:
- a) Carpal Tunnel Syndrome
 - b) Severe cramp of the hand or forearm
 - c) Occupational dermatitis
 - d) Hand – arm vibration syndrome
 - e) Occupational Asthma
 - f) Tendonitis or Tenosynovitis of the hand or forearm
 - g) Any Occupational cancer
 - h) Any disease attributed to an occupational exposure to a biological agent.
6. Notifiable diseases which include cholera, food poisoning, smallpox, typhus, dysentery, measles, meningitis, mumps, rabies, rubella, tetanus, typhoid fever, viral haemorrhagic fever, hepatitis, whooping cough, leptospirosis, tuberculosis and yellow fever.

PROCEDURES

October 4, 2018

A written record will be kept of any accident, however minor, that occurs in the organisation.

1. An Accident Book is provided in the main office to keep a record of all accidents which occur in the organisation, whether they are Notifiable or not, whether they occur in a service user's home, in the street or in the office, and whether or not they happen to a member of staff, a contractor, a service user or a relative.
2. Near Miss report forms are also available in the head office. One of these should be filled in by the person suffering from the accident or by a member of staff. Forms should be witnessed and counter-signed by the witness.
3. For reportable accidents listed above, HSE report forms F2508 are also available from the HSE website or head office. These forms must be completed and sent to the relevant enforcing authority within 10 days of the incident or accident.
4. Fatal accidents, major injury accidents/conditions and dangerous occurrences and near misses must be reported immediately by telephone to the enforcing authority by the General Manager or their nominated deputy and followed up by the appropriate form.
5. Telephone notification should always be followed up with submission of form F2508. Notification forms should be completed by the General Manager, their deputy or by a senior member of staff as soon as possible after the incident. Copies of the completed form should be kept.

The HSE can be contacted online www.hse.gov.uk/riddor or by telephone on 0845 300 9923, Monday to Friday 8.30am to 5pm.

There is a legal requirement that written records of reportable accidents and dangerous occurrences (ie those which must be reported to the appropriate enforcing authority) be kept for a minimum of three years.

It is the policy of this organisation that all records should include:

- a) The date, time and place of incident that occurred
- b) The name, address and job of the injured or ill person
- c) Details of the injury/illness and what first aid was given
- d) What happened to the person immediately afterwards (for example went to organisation, went back to work, went to hospital)
- e) The name and signature of the first aider or person dealing with or witnessing the incident

TRAINING

All employees of the organisation must be given adequate training and information on accidents at work and how to prevent them. Such training should focus on specific risk areas. All new staff should be encouraged to read the policy on health and safety and on accident reporting as part of their induction process. Existing staff will be given training to National Occupational Standards covering basic information about health and safety.

October 4, 2018

In addition, all staff will be appropriately trained to perform their duties safely and competently and the staff that needs to use specialist equipment will be fully trained and supervised while they are developing their competency.

Homecare D & D Ltd