

Catena

Inspection & Engineering Services Ltd
Lifting Solutions & Supplies

www.catenais.co.uk

CHS011

Accident, Incident, Near Miss & Dangerous Occurrences Reporting Policy



Accident, Incident, Near Miss & Dangerous Occurrences Reporting Policy

Links

The following documents are closely associated with this policy:

- CHS001 Health & Safety Policy
- CEP001 Environmental Policy
- CHS012 Investigations Policy
- CHS003 Control of Substances Hazardous to Health Policy
- CHS007 First Aid Policy

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Document Title: Accident, Incident, Near Miss & Dangerous Occurrences Reporting Policy		Page 1 of 9
Doc Ref: CHS011	Issue: 3	Date: 03/23

[Back to Contents](#)

Version Control	Document Location If using a printed version of this document ensure it is the latest published version. The latest version can be found on the company Intranet site.
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Version	Date Approved	Publication Date	Approved by	Summary of Changes
1	01/02/20	01/02/20	MOM	Documents added to Links box
-	-	-	-	Reviewed 02/21 No Changes
2	08/07/21	08/07/21	MOM	Inclusion of environmental incidents
-	-	-	KM	Reviewed 07/22 No changes
3	15/03/23	15/03/23	KM	Updated Pages 5, 6, 7 to (The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) 2013)

UNCONTROLLED WHEN PRINTED

Document Title: Accident, Incident, Near Miss & Dangerous Occurrences Reporting Policy		Page 2 of 9
Doc Ref: CHS011	Issue: 3	Date: 03/23

[Back to Contents](#)

CONTENTS

Introduction	4
Objectives	4
Scope	4
Responsibilities	4
Reporting Procedures	5
Types of Reportable Injury, Diseases and Dangerous Occurrences	6
Reporting of Environmental Incidents	9
Reviewing the Policy	10

UNCONTROLLED WHEN PRINTED

Document Title: Accident, Incident, Near Miss & Dangerous Occurrences Reporting Policy		Page 3 of 9
Doc Ref: CHS011	Issue: 3	Date: 03/23

[Back to Contents](#)

INTRODUCTION

CATENA Inspection & Lifting Engineering Services Ltd (here after known as CATENA) acknowledges the importance of having an Accident, Incident, Near Miss & Dangerous Occurrences Reporting Policy in place in order to ensure the safety and welfare of all employees and the protection of the environment in which we operate.

OBJECTIVES

CATENA regards the reporting of all accidents and environmental incidents as an important aspect of its general duty of care imposed under the Health and Safety at Work Act 1974 and the Environmental Protection Act 1990. The collection of accident and incident data is an important management aid to the maintenance and development of prevention strategies.

LEGAL FRAMEWORK

- **Health & Safety at Work Act 1974 (HSWA) Sections 2 & 3**
- **Management of Health & Safety at Work Regulations 1999 (Regs 3 & 4)**
- **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**
- **Environmental Protection Act 1990**

SCOPE

The following policy and guidance apply to all CATENA employees and visitors to the site.

RESPONSIBILITIES

Company Director

The Company Director will be responsible for ensuring that all accidents, incidents and near misses are reported and recorded correctly.

UNCONTROLLED WHEN PRINTED

Document Title: Accident, Incident, Near Miss & Dangerous Occurrences Reporting Policy		Page 4 of 9
Doc Ref: CHS011	Issue: 3	Date: 03/23

[Back to Contents](#)

SCOPE OF REPORTING DUTY

Health & Safety Executive (HSE)

- The enforcing authority (HSE) requires notification of accidents causing death, major injury or other specified events (including acts of violence) so long as it constitutes an 'at work' situation (The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) 2013).

CATENA

- CATENA requires notification of all accidents leading to injury to be reported. This requirement relates to all CATENA premises and extends to include works visits and other activities conducted away from CATENA.
It applies to employees, visitors and members of the public.

In addition, CATENA requires all incidents/unplanned events which did not result in injury or ill health but that had the potential to do so to be reported

REPORTING PROCEDURES

Fatal Injuries

If any person dies as a result of an accident arising out of or in connection with work the reporting person must:

(a) Ring 999 (Police/Ambulance)

(b) Inform Mr M O'Mara

NB: Where necessary the HSE will be informed by Mr M O'Mara

Remember

The accident scene must not be disturbed. It may hold vital clues in establishing 'what happened'. The area should therefore be made safe and roped off.

Non-Fatal Injuries

CATENA requires that all accidents and health and safety incidents are reported to Mr M O'Mara and that the onsite Accident Book is completed. (This is located in the main office)

UNCONTROLLED WHEN PRINTED

Document Title: Accident, Incident, Near Miss & Dangerous Occurrences Reporting Policy		Page 5 of 9
Doc Ref: CHS011	Issue: 3	Date: 03/23

[Back to Contents](#)

HSE: Notifiable Injuries: Diseases and Dangerous Occurrences

Serious accidents notifiable under The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) 2013 must be reported to Mr M O'Mara as soon as is reasonably practicable. Mr M O'Mara is responsible for informing the HSE

(refer to Types of Reportable Injuries, diseases and dangerous occurrences - <http://www.hse.gov.uk/pubns/indg453.pdf>).

Environmental Incidents

Minor spills should be cleared up and waste disposed of in a method suitable for the substance being cleared up i.e. as either general or hazardous waste.

Significant environmental incidents e.g. spill to drains, must be reported to Mr M O'Mara and an Environmental Observation & Incident Investigation Report Form completed. It is his responsibility to assess the incident and report as necessary.

TYPES OF REPORTABLE INJURY, DISEASES AND DANGEROUS OCCURRENCES

THE DEATH OF ANY PERSON

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

SPECIFIED INJURIES TO WORKERS

The list of 'specified injuries' in The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) 2013 as per regulation 4 are listed below:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness

UNCONTROLLED WHEN PRINTED

Document Title: Accident, Incident, Near Miss & Dangerous Occurrences Reporting Policy		Page 6 of 9
Doc Ref: CHS011	Issue: 3	Date: 03/23

[Back to Contents](#)

- requires resuscitation or admittance to hospital for more than 24 hours

For further guidance on specified injuries go to <http://www.hse.gov.uk/riddor/specified-injuries.htm>

OVER-SEVEN-DAY INCAPACITATION OF A WORKER

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven-day period does not include the day of the accident but does include weekends and rest days. The report must be made within 15 days of the accident.

OVER-THREE-DAY INCAPACITATION

Accidents must be recorded, but not reported where they result in a worker being incapacitated **for more than three consecutive days**. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

NON-FATAL ACCIDENTS TO NON-WORKERS (EG MEMBERS OF THE PUBLIC)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

OCCUPATIONAL DISEASES

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;

UNCONTROLLED WHEN PRINTED

Document Title: Accident, Incident, Near Miss & Dangerous Occurrences Reporting Policy		Page 7 of 9
Doc Ref: CHS011	Issue: 3	Date: 03/23

[Back to Contents](#)

- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Further guidance on occupational diseases is available at
<http://www.hse.gov.uk/riddor/occupational-diseases.htm>

DANGEROUS OCCURRENCES

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- the accidental release of any substance which could cause injury to any person.

Further guidance on these dangerous occurrences is available at
<http://www.hse.gov.uk/riddor/dangerous-occurrences.htm>

GAS INCIDENTS

Distributors, fillers, importers & suppliers of flammable gas must report incidents where someone has died, lost consciousness, or been taken to hospital for treatment to an injury arising in connection with that gas. Such incidents should be reported using the online form.

REPORTING OF ENVIRONMENTAL INCIDENTS

The Company senior management are responsible for reporting any environmental incidents it causes or encounters during its activities. Incidents which should be reported to the Environment Agency are:-

- damage or danger to the natural environment
- pollution to water or land
- poaching or illegal fishing
- dead fish or fish gasping for air
- [main rivers](#) blocked by a vehicle or fallen tree causing risk of flooding
- flooding from any river, stream, canal, natural spring or the sea

UNCONTROLLED WHEN PRINTED

Document Title: Accident, Incident, Near Miss & Dangerous Occurrences Reporting Policy		Page 8 of 9
Doc Ref: CHS011	Issue: 3	Date: 03/23

[Back to Contents](#)

- incidents at Environment Agency-regulated waste sites
- illegal removals from watercourses
- unusual changes in river flow
- collapsed or badly damaged river or canal banks

Issues which should be reported to the local council or utility company are:-

- burst water mains
- noise
- waste
- fly-tipping
- pest nuisances
- discarded syringes
- dangerous buildings or structures

Fly tipping should be reported through Crimestoppers.

Guidance and reporting routes can be found at:-

[Report an environmental incident - GOV.UK \(www.gov.uk\)](https://www.gov.uk/report-an-environmental-incident)

REVIEWING THE POLICY

Overall responsibility for policy implementation and review rests with the Company senior management. However, all employees are obliged to adhere to and support the implementation of the policy. The Company will inform all employees of the policy and any amendments to the policy

Additional Information

If you require any additional information or clarification regarding this policy, please contact the CATENA office

UNCONTROLLED WHEN PRINTED

Document Title: Accident, Incident, Near Miss & Dangerous Occurrences Reporting Policy		Page 9 of 9
Doc Ref: CHS011	Issue: 3	Date: 03/23

[Back to Contents](#)