

HEALTH & SAFETY ADVICE SHEET 10

Accident Reporting & First Aid

There is a legal requirement to record all, and report some, workplace accidents (**The Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995**). It is also essential that arrangements are 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 & Diseases

Certain types of accidents/diseases need to be reported to the relevant Enforcement Authority. Exact details are given in the HSE guide HSE31: RIDDOR 95, 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 3 days because of an accident, a report must be made within 10 days. This now includes acts of non-consensual violence.
- If no injury results, but the accident is classed as a **Dangerous Occurrence** (see Guidance HSE31 for a list of reportable Dangerous Occurrences), a report must also be made without delay.
- A form **F2508** 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 **Accident Book BI510** or the HSE's **F2509** would suffice for recording these details.
- Records should be kept for a minimum of 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 prevented 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 and the development of trends.

- 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 HSE.
- Refresher training should be provided and records kept of qualification details.

For more detailed free information visit www.hse.gov.uk