



ACCIDENT

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The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

These Regulations (RIDDOR) require persons (eg the employer) to notify the enforcing authority of any accident which results in, or which could have resulted in, death, injury or disease.

RIDDOR 1995 replaces the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR 1985), the Railways (Notice of Accidents) Order 1986 and certain provision of the offshore Installations (Inspectors and Casualties) Regulations 1973 and the Submarine Pipelines (Inspectors etc) Regulations 1977. Certain provisions of the Regulation of Railways Act 1871 and the Transport and Works Act 1992 are also repealed or amended.

RIDDOR specifies:

- a) the person responsible for making the report
- b) types of injury which must be reported immediately
- c) types of injury which must be reported within ten days
- d) types of occupational related diseases which must be reported
- e) types of incident with the potential for causing injury (Dangerous Occurrences) which must be reported immediately
- f) requirements for keeping specified records

In addition RIDDOR specifies further additional provisions relating to mines and quarries. The Regulations also identify different reporting procedures applying to incidents covered by the Road Traffic Act 1972, the Explosives Act 1975, the Ionising Radiations Regulations 1985 and certain other enactments.

The Health and Safety Executive (HSE) is given the power to require further information relating to any accident or case of disease and a defence is provided for persons charged with an offence under the Regulations. This defence provides for the accused to demonstrate that he was unaware of an event requir-

ing notification and that all reasonable steps had been taken to have all such events brought to his attention ie that there was a well defined internal reporting procedure.

The following notes give brief guidance.

1. The Person Responsible for Reporting

Generally the person who should report the accident or disease is the injured person's employer (the training provider in the case of work trainee) or the person in control of the premises in the case of a dangerous occurrence or injury to a person on the premises who is not an employee.

2. Reporting an Accident

Accidents arising out of or in connection with work or which are attributable to the undertaking, the plant, substances or premises must be reported to the Enforcing Authority if they result in death, specified injury or condition, injury resulting in more than three days off work or are classed as a Dangerous Occurrence.

The Enforcing Authority is either the HSE (factories etc) or the Environmental Health Department of the Local Authority (offices, shops etc) though if in doubt report to the HSE who will pass on your report if necessary.

2.1. Immediate Reporting

The following must be reported immediately, by telephone if possible:

- a) any accident resulting in

death or specified injury to an employee

b) any accident resulting in death or specified injury to any person who is on premises under your control. Where the person concerned is employed by some other Employer then his Employer will normally make the report.

c) any dangerous occurrence which happens on premises under your control.

A specified Major Injury or condition is defined as follows:

Major Injuries

- 1. Any fracture, other than to the fingers, thumbs or toes
- 2. Any amputation
- 3. Dislocation of the shoulder, hip, knee or spine
- 4. Loss of sight (whether temporary or permanent)
- 5. A chemical or hot metal burn to the eye or any penetrating injury to the eye.
- 6. Any injury resulting from an electric shock or electrical burn (inc any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to

hospital for more than 24 hours

- 7. Any other injury:

- a) leading to hypothermia, heat-induced illness or to unconsciousness
- b) requiring resuscitation

c) requiring admittance to hospital for more than 24 hours

8. Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent

9. Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin:-

- a) acute illness requiring medical treatment, or
- b) loss of consciousness

10. Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material

Explaining some of the main terms used:

a) fracture includes a break, crack or chip

b) amputation means either traumatic amputation at the time of the accident or surgical amputation following the accident

c) requiring admittance to hospital for more than 24 hrs includes situations where, had the injured person not already been in hospital, the injury would have resulted in admission for more than 24 hours

d) acute illness means illness which:-

- i) progresses rapidly to a crisis after the onset of symptoms, and
- ii) has severe symptoms

e) medical treatment covers hospital treatment, treatment by a GP or treatment by a firm's medical staff

f) loss of consciousness means the injured person enters into a state, for however short a period, where there is a lack of response, either vocal or physical, to people trying to communicate with them

g) biological agent is defined in the Control of Substances Hazardous to Health Regs 1994 as meaning 'any micro-organism, cell culture or human endoparasite including any which have been genetically modified which may cause any infection, allergy, toxicity or otherwise create a risk to human health'. In the context of the infection hazards relevant to RIDDOR



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REPORTING AN ACCIDENT

1995 this will in practice cover bacteria, viruses, fungi and parasites.

The kind of accidents which can lead to the reportable health conditions included in the list of major injuries:

- a) loss of consciousness resulting from asphyxia (lack of oxygen)
- i) entry of a person into a confined space with oxygen deficient atmosphere
- ii) failure of air or oxygen supply in breathing apparatus
- b) acute illness (absorption of any substance)
- i) overturning, collapse or bursting or something containing a toxic substance, causing a spillage which contaminates the working environment
- ii) handling of surfaces of plant, containers etc onto which a skin absorbable toxic substance had leaked without the knowledge of the person affected
- iii) use or handling of material containing a toxic substance, the presence of which was not known, in a way which led to an episode of high exposure to that substance
- iv) an unexpected reaction between chemical compounds giving off a toxic gas or vapour which contaminates the working environment
- v) inadvertent or unknowing entry of a person into a confined space containing a toxic gas or vapour
- c) acute illness (exposure to a biological agent or its toxins or infected material)
- i) escape or release of a biological agent or its toxins or infected material into a working environment by, for example, the failure of a fermenter or a centrifuge, breakage of a flask, a spillage, filter failure;
- ii) exposure to a biological agent or its toxins or infected material through, for example, accidental self-inoculation (eg by the needle or a syringe or other contaminated sharp item), animal bite or laceration.

Following your immediate report by telephone a written report must be sent to the Enforcing Authority within ten days on form F2508.

Details of the accident must be entered into a register.

2.2 Reporting Within Ten Days
Other injuries which result in that person's incapacity for work for more than three consecutive days must also be reported to the Enforcing Authority. The report

must be sent within ten days of the accident on form F2508.

Details of the accident must be entered into a register.

Note: Incapacity for work means off work or not able to perform work which the person may reasonably be expected to do; Three consecutive days includes every day of the week except the day of the accident.

2.3 Death Within Ten Days

In addition to the reporting procedures above, if an employee dies, as a result of injuries sustained in an accident at work, within one year of the accident then this must be reported to the Enforcing Authority when it becomes known.

3. Reporting a Disease

The Regulations list 72 types of diseases associated within certain occupations and, when it is confirmed by a registered Medical Practitioner that an employee is suffering from one of these diseases it must be reported immediately to the Enforcing Authority on form F2508A.

Self employed persons must also make arrangements for such reporting when suffering from a confirmed prescribed disease.

Again, records of such reports must be kept.

4. Records

Records of all reportable information must be entered into a register. The register must be kept at the place of work concerned, unless not reasonably practicable, and must be kept for three years.

Copies of the form F2508 will be sufficient for this purpose.

Details to be entered into the register must include the following information:

- i) date and time of accident or dangerous occurrence
- ii) details of the person affected including full name, occupation and nature of injury or condition
- iii) the place where it happened
- iv) a brief description of the circumstances.

Where the report is of a gas incident or condition then a record of the information sent to the HSE must be kept.

A list of Dangerous Occurrences and Reportable Diseases can be found on the new F2508 RIDDOR Report Form Pads.

Further information on training courses and consultancy contact ATB Landbase Training Services (Jean John on 01282 617466 or Tony Rees on 01686 622799).

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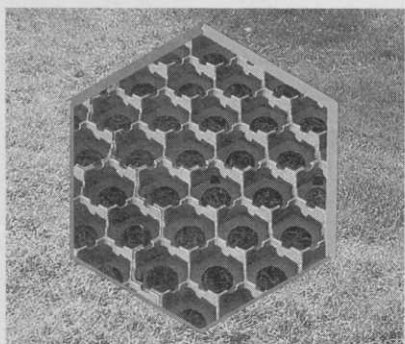
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