

Accident Reporting Policy

1. Purpose

To ensure that all accidents, including near misses, dangerous occurrences and cases of reportable diseases are monitored, reported & used in prevention planning. This also covers what is required of CPT under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and related legislation.

2. Introduction

This policy outlines the procedures which are to be adopted when any member, visitor or contractor experiences an accident or dangerous occurrence. It covers reporting and recording procedures for members and is part of CPT's approach to Health and Safety.

CPT will ensure that suitable information and training will be given to all personnel regarding accident reporting and the location and completion of the accident book.

3. Definitions

This policy relates, as noted, to accidents, being Health and Safety matters, usually related to conduct or use of equipment, that involve actual or potential injury or danger to someone's health.

This is different from what CPT defines as incidents, which may more commonly relate to interactions between people, verbal or physical. CPT has separate policies and procedures to address such cases.

4. The Accident Book

All accidents resulting in **personal injury**, regardless of how minor, must be reported and recorded in the company accident book(s). This is kept by the chair of the management committee.

They will contain all the information which must be recorded by law i.e.:

- Full name, address and occupation of the injured person;
- Date and time of accident;

CPT Policy

- Place where the accident happened;
- Cause and nature of the injury;
- Name, address and occupation of the person giving the notice, if other than the injured person.

All members are responsible for ensuring completion of the accident book in such cases. The book enables CPT to record, monitor and respond to accidents, for instance in potentially making changes to practice.

The accident book will therefore be reviewed by the board to ascertain the nature of the incidents which have occurred in the workplace. This review will be in addition to an individual investigation of the circumstances surrounding each incident.

We will retain our accident book for at least 3 years from the date of the last entry in the book.

5. RIDDOR

CPT is obliged to notify the Health and Safety Executive of certain types of incidents. In order for CPT to comply with this requirement, the Board of Trustees must be notified immediately of the following:

Major Injuries

- a) Any incident that results in a serious injury to a CPT member. This includes:
 - a break or fracture of any bone except those of the fingers or toes;
 - any amputation;
 - dislocation of the shoulder, hip, knee or spine;
 - loss of sight (whether temporary or permanent)
 - chemical or hot metal burn to the eye or any penetrating injury to the eye;
 - an injury resulting from electric shock or electrical burns
 - an injury that leads to a loss of consciousness or requires resuscitation;
 - an injury that requires the injured employee to be hospitalised for more than 24 hours

- b) Any accident or incident connected or arising out of work activity that results in a 'third party' being taken from the scene of an accident to hospital. This is regardless of whether or not they are admitted into hospital, or method for getting to the hospital
- c) Any dangerous occurrence
- d) Specified diseases associated with certain work activities, or exposure to certain substances

Over-seven-day Injuries

From 6 April 2012, the law introduced the over-seven-day category. CPT must report any case where a person is injured at work and consequently away from work or unable to perform their normal duties for more than seven consecutive days (not counting the day of the accident).

Over-three-day injuries

From April 6 2012 CPT no longer needs to report over-three-day injuries but shall still keep a record of them in the accident book.

6. Other relevant policies

- Health and Safety