

# Accident Reporting & Investigation

## 1. Introduction

All accidents, incidents, work-related illness, and dangerous occurrences should be reported and investigated for legal and financial reasons. Serious events, or those with the potential for a serious outcome, can indicate failures in your club's risk control system and need to be investigated. It's important to understand why the risk assessment and control measures didn't prevent the event and what needs to be done to make sure it doesn't happen again.

## 2. Definitions

- A **near miss** is an event that, while not causing harm, has the potential to cause injury, ill health or some form of loss or damage
- An **accident** is normally referred to as an incident which causes physical injury or ill health. Injuries themselves, e.g. 'feeling a sharp twinge', are not accidents. There must be an identifiable external event that causes the injury, e.g. lifting a heavy box. Cumulative exposures to hazards, which eventually cause injury (e.g. repetitive lifting), are not classed as 'accidents' under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
- A **work-related accident** refers to an incident where a personal injury occurred and a work activity contributed to the accident.
- A **RIDDOR injury** is a work-related accident that must be reported to the Health and Safety Executive (HSE) under RIDDOR. It applies to:
  - The death of any person
  - A Specified Injury to a worker
  - An over-seven-day incapacitation of a worker
  - Non-fatal accidents to non-workers (e.g. members of the public).

An over-three-day incapacitation of a worker does not have to be reported to the HSE but must be recorded under RIDDOR. Further information:

<http://www.hse.gov.uk/riddor/>

- A **RIDDOR occupational disease** is a diagnosed work-related illness which is likely to have been caused by or made worse by the person's work. There are 8 categories of occupational diseases that must be reported to the HSE including hand-arm vibration syndrome, occupational dermatitis, or occupational asthma.

**3. A RIDDOR dangerous occurrence** is a specified 'near miss' event that causes damage to property but no injuries or deaths. There are 27 categories of dangerous occurrences that need to be reported to the HSE. For example, the collapse of a scaffold or equipment coming into contact with overhead power lines.

#### 4. Recording and reporting incidents

Staff and volunteers must report all near misses, accident and diagnosed work-related ill health to {name of responsible person within club}.

The named responsible person should carry out an investigation where an injury, loss or damage was sustained. The report and investigation should be retained for at least 3 years.

Any RIDDOR reportable accidents must be reported to the HSE, immediately by telephone where appropriate. e.g. fatal accidents.

#### 5. Investigating incidents

Accident/incident investigation is based on the logic that all accidents and incidents have causes – eliminate the cause and you should eliminate further incidents.

The types of incident which may need to be investigated and the depth of the investigation are usually determined by their outcomes or consequences. The greatest effort should be put into those involving severe injuries, ill-health or loss and those which could have caused much greater harm or damage.

The following table can be used to determine the appropriate level of investigation:

Likelihood	Potential consequences of accident / incident			
	Minor	Serious	Major	Fatal
Certain	Green	Yellow	Red	Red
Likely	Green	Yellow	Red	Red
Possible	Green	Yellow	Red	Red
Unlikely	Light Green	Green	Yellow	Red
Rare	Light Green	Green	Yellow	Red

Key

Light Green	Minimal investigation required
Green	Low level investigation required
Yellow	Medium level investigation required
Red	High level investigation required

**6. Timescales:** A summary of the accident reporting and investigation timescales are provided in Appendix 1.

## APPENDIX 1 - Accident Reporting Guidance

Type	Description	Accident reporting requirements
		RIDDOR report
Deaths	<p>All deaths to workers and non-workers that arise from a work-related accident.</p> <p>Includes non-consensual violence to people at work.</p> <p>Does not include suicides.</p>	<p>Notify the HSE without delay. Either online: <a href="https://extranet.hse.gov.uk/lfserver/external/F2508IE">https://extranet.hse.gov.uk/lfserver/external/F2508IE</a></p> <p>Or by phone for fatal accidents to workers <b>only</b>: 0845 300 9923.</p> <p>A report must be received by the HSE within 10 days of the incident.</p> <p>Also notify HSE in writing if a worker dies from injuries sustained from a work-related accident within one year of the date of accident.</p>
Specified injuries to workers	<p>Major injuries such as fractures, amputations, loss of sight, crush injuries and loss of consciousness</p>	<p>Notify the HSE without delay. Either online: <a href="https://extranet.hse.gov.uk/lfserver/external/F2508IE">https://extranet.hse.gov.uk/lfserver/external/F2508IE</a></p> <p>Or by phone for specified injuries to workers <b>only</b>: 0845 300 9923.</p> <p>A report must be received by the HSE within 10 days of the incident.</p>
Over 7-day injuries to workers	<p>Where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not counting the day of the accident but including weekends)</p>	<p>Notify the HSE within 15 days of the incident, using the online form: <a href="https://extranet.hse.gov.uk/lfserver/external/F2508IE">https://extranet.hse.gov.uk/lfserver/external/F2508IE</a></p>
Over 3-day injuries to non-workers	<p>Where an employee is away from work or unable to perform their normal work duties for more than 3 consecutive days (not counting the day of the accident but including weekends)</p>	<p>No need to report to HSE. However, a record of the accident must be kept (internal accident report / entry in accident book will suffice)</p>

Type	Description	Accident reporting requirements
		RIDDOR report
Injuries to non-workers	Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured, and is taken from the scene of the accident to hospital for treatment	Notify the HSE without delay. Either online: <a href="https://extranet.hse.gov.uk/lfserver/external/F2508IE">https://extranet.hse.gov.uk/lfserver/external/F2508IE</a> Or by phone for specified injuries to workers only: 0845 300 9923. There is no need to report incidents where a person is taken to hospital purely as a precaution when no injury is apparent.  A report must be received within 10 days of the incident.
Reportable occupational diseases	Confirmed diagnosis of certain occupational diseases where these are likely to have been caused or made worse by work	Notify the HSE once a confirmed diagnosis has been received <a href="https://extranet.hse.gov.uk/lfserver/external/F2508AE">https://extranet.hse.gov.uk/lfserver/external/F2508AE</a>
Reportable dangerous occurrences	Specified 'near miss' events that caused damage to property but no injuries or deaths	Notify the HSE without delay. Either online: <a href="https://extranet.hse.gov.uk/lfserver/external/F2508DOE">https://extranet.hse.gov.uk/lfserver/external/F2508DOE</a> Or by phone for specified injuries to workers only: 0845 300 9923.  A report must be received within 10 days of the incident.
Lost time injury to staff (1-3 days)	Where an employee is away from work or unable to perform their normal work duties for 1-3 consecutive days (not counting the day of the accident but including weekends)	No report required.
Minor injuries to workers	Injuries which require first aid treatment	No report required.
Near misses	Events that resulted in no damage or injury but had the potential to do so	No report required.