



ILLOGAN PARISH COUNCIL

Reporting of Accidents and Incidents Policy

Under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), Illogan Parish Council and in certain circumstances others who control or manage the premises are required to report to the relevant enforcing authority and keep records of:

- Work-related deaths
- Certain types of major injuries to people at work, which are listed in RIDDOR, such as fractures, amputations and other injuries that require admittance to hospital for more than 24 hours
- All 'over-seven day injuries' to workers, which are those where a person who is injured from a workplace accident is incapacitated for more than seven consecutive days
- Cases of those industrial diseases listed in RIDDOR
- Certain 'dangerous occurrences' (near-miss accidents)
- Injuries to a person who is not at work, such as a member of the public which are caused by an accident at work and which result in a person being taken to hospital from the site for treatment

Reports to the enforcing authority of all of the above categories, except over-seven-day injuries, must be made immediately by the quickest practicable means and followed up by a written notification within 10 days. Reports of over-seven-day injuries must be sent to the enforcing authority within 15 days.

In addition, **records** must be kept of all 'over-three-day injuries', which are those where a person who is injured at work is incapacitated for more than three days. Over-three-day injuries do not, however, have to be reported to the enforcing authority.

A person is incapacitated if they are unable to carry out the activities they would reasonably be expected to do as part of their normal work. The period of time for an over-three-day injury or an over-seven-day injury does not include the day of the accident, but does include any weekends or rest days.

Reporting and recording are legal requirements. The report tells the enforcing authorities for occupational health and safety about serious incidents and cases of disease. This means they can identify where and how risks arise and whether they need to be investigated. It also allows the HSE and local authorities to

target their work and provide advice on how to avoid work-related deaths, injuries, ill health and accidental loss.

Information on accidents, incidents and ill health will be used as an aid to risk assessment, helping to develop possible solutions to potential risks. Records also help to prevent injuries and ill health, and control costs from accidental loss.

Illogan Parish Council must keep records of:

- Any reportable death, injury, occupational disease or dangerous occurrence
- All work-related injuries that result in a worker being away from work or unable to do their full range of normal activities for more than **three** consecutive days (not counting the day of the accident but including weekends or other rest days)

All injuries to employees will be entered into the accident book. Public accidents will also be recorded.

RIDDOR reportable accidents and incidents will be investigated together with any injury reported by a member of the public. In the first instance the Clerk shall investigate the incident, the Clerk will report to the Governance Review Committee for further investigation and to consider whether any actions need to be taken.

Review Date	Reviewed By	Amendments	Minute Number
27.02.19	Governance Review Committee	None	GR19/02/24.2
31.03.19	Governance Review Committee	None	GR19/07/26.2
28.11.19	Sarah Willsher	Updated the RIDDOR legislation to 2013 from 1995	GR19/11/7.5