



ACCIDENT & INCIDENT REPORTING PROCEDURE

Accident Book

All injuries, including minor injuries, must be recorded in an Accident Book (BI 510) which can be found at First Aid Boxes at each location.

Reportable Injuries

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) is a legislative requirement. When a person dies or suffers a serious injury or disease as a result of a work activity specified in the Regulations, a report must be made to the enforcing authority in the prescribed manner by a nominated person. If RIDDOR reporting is required, the nominated person is responsible for ensuring the RIDDOR Regulations are complied with.

Reportable Dangerous Occurrences

Dangerous occurrences, not causing an injury but with the potential to cause harm, should be reported to the nominated person, to ensure compliance with the RIDDOR Regulations.

Reportable Diseases

Reportable Diseases specified in RIDDOR will be notified to the enforcing authority by the nominated person on receiving written confirmation from the HR Officer from a doctor.

Senior Managers

Other than for minor injuries requiring first aid treatment, a Senior Manager should be made aware when there is any other type of injury or reportable dangerous occurrence reported. The Senior Manager will ensure that the nominated person is contacted, correct procedures are followed, medical assistance is arranged if appropriate and that the area is made safe if this is needed.

RIDDOR Reporting (Nominated Person)

The person nominated for RIDDOR reporting is:

Fred Fudge
Quality Officer
Fort William
T: 01397 874208
M: 07777 638 099
E: fred.fudge@whc.uhi.ac.uk

Flow Chart

Accident & Incident Reporting Flow Chart - attached

<u>Issue No.</u>	<u>Date</u>	<u>Summary of Amendments</u>
1	01.01.2011	Updated Copy