

# **Majical Youth - Accident, Incident & Near Miss**

## **Reporting Policy**

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### **Introduction**

This policy sets out the steps which will be taken by Majical Youth (the organisation) to comply with the general requirements of the Health and Safety At Work, etc. Act 1974 and the more specific requirements of the Reporting of Accidents, Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The reporting of accidents in the workplace is important for a number of reasons. Notwithstanding the legal requirements, accident figures and reports will be used to help prevent further recurrences of the same type of accident and thus help prevent future injuries. Accidents, near misses and dangerous incidents should be recorded for employees, volunteers, subcontractors and members of the general public who attend events.

### **I. Accident and Incident Recording & Reporting**

#### **(a) Accident Book**

Everybody is encouraged to record all accidents, dangerous incidents and near misses, however small, in the accident book. Team / shift leaders should all be aware of its whereabouts and how to fill it in.

##### **i. Minor first aid accidents**

All minor incidents where first aid treatment is administered should be recorded / reported to the shift leader. Statistics will be gathered and reviewed in an ongoing effort to improve safety and well-being within the organisation.

## **ii. Major incidents and dangerous occurrences**

Must be recorded in the accident book and reported to the Health & Well-being mandate holder within 24 hours so a decision can be made as to whether it needs to be reported to the HSE. A major accident is one which causes a fatality or a major injury including:

- A. A fracture to a body part other than fingers or toes
- B. Amputation of any body part
- C. Dislocation of the shoulder, hip, spine or knee
- D. Loss of sight, temporarily or permanently
- E. Any injury (including electric shock) leading to a hospital attendance
- F. Any loss of consciousness for whatever reason
- G. Any incident which leads to somebody being unable to work for more than three days (including the day of the incident).

A dangerous occurrence is an incident which could have caused injury including:

- A. Structural collapse of a marquee, stage or scaffolding
- B. Collapse or failure of any load-bearing part of lifting equipment
- C. Any explosion or unintentional fire
- D. Plant or vehicles being used in a manner which could cause injury

## **(b) RIDDOR Reporting**

Major incidents and dangerous occurrences may need to be reported to the HSE within a strict time limit. The Health & Well-being mandate holder will make a decision on whether the incident is reportable and, when necessary, submit a report based on information provided by the accident book record and the resulting investigations.

## **2. Major accident procedures**

In the unfortunate case of an accident causing death or serious injury the following procedure must be implemented:

- (a) Emergency response:
  - i. Ensure the area is safe

- ii. Contact emergency services
- iii. Administer first aid treatment
- iv. Preserve the accident scene
- v. Following the removal of the casualty, leave the scene undisturbed and secured

(b) Initial actions

- i. Record names of witnesses
- ii. Report the incident to:
  - A. Health & Well-being mandate holder
  - B. Senior person on site
- iii. Record the incident in the accident book
- iv. Assessment & Investigation

The Health & Well-being mandate holder will conduct an investigation and compile a report covering the following :

- A. What happened
- B. How did it happen
- C. Why did it happen
- D. How can recurrence be prevented

## 2. Diseases

RIDDOR treats occupational diseases in the same way as accidents. Any instance of a person being unable to attend work as a result of a disease which can be attributed to their work must be reported to the area Co-ordinator.

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