



H&S-003  
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Helping Blind and Disabled People

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## FIRST AID & ACCIDENT REPORTING

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### 1 Introduction

This document outlines MKRS procedures in event of accidents while undertaking MKRS duties.

### 2 First Aid

The first aid kit is held on top of the filing cabinets in the office. First aid assistance can be obtained from the Service coordinator.

### 3 Accident Reporting

If an accident occurs, the nominated Appointed Person will take charge to ensure assistance is sought, an ambulance summoned and an entry made in the accident book. This person will also ensure the accident is reported when required by Government RIDDOR guidelines.

#### 3.1 Accident Book

The legally required Accident Book is held in the office, attached to the notice board. All incidents occurring while on MKRS official business, should be documented here, even minor injuries.

#### 3.2 Accident Reporting Procedure - RIDDOR

See Appendix A for notes from the Government website with guidelines regarding which injuries are reportable

If the accident or 'dangerous occurrence' (even without injury occurring) is reportable under RIDDOR, then the 'Appointed Person' will arrange for:

- **For fatal and specified injuries only** - Reporting by telephone to Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).
- **For all other reportable incidents** - Completion of online report at: <http://www.hse.gov.uk/riddor/report.htm>

A copy of any report submitted must be printed and retained with the Health and Safety File.

#### **4 Document Review**

This document should be reviewed every three years, or when a new coordinator is appointed.

#### **Appendix A: Notes from government website**

<http://www.hse.gov.uk/riddor/reportable-incidents.htm>

**These notes were extracted in July 2015.**

#### **Types of reportable injury**

##### **The death of any person**

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

##### **Specified injuries to workers**

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight

- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
  - covers more than 10% of the body
  - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness
  - requires resuscitation or admittance to hospital for more than 24 hours

Further guidance on specified injuries is available.