

Building Incident and Accident Policy

Document Reference Information

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Lead	Ben Westmancott
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Version Control Record

Date	Version	Action	Amendments
18 th May 2015	1.0	First draft prepared for CWHHE Quality committee	
24 September 2015	2.0	CWHHE Quality and Patient Safety Committee	Agreed to recommend the policy to Governing Bodies for approval.

Building and Facilities Accident & Incident Policy

This policy outlines the procedures that are to be adopted when any employee, visitor or contractor experiences an accident, near-miss or dangerous occurrence on the premises.

It our policy to identify and investigate accidents and incidents, their source and hence their underlying causes.

To enable us to do this, it is imperative that all accidents and incidents, irrespective of the resulting injury or damage, be reported according to the procedures set out in this policy.

For clarity, an 'accident' and 'near-miss' are defined as:

- **accident**, "any unplanned event that results in personnel injury or damage to property, plant or equipment; and
- **near-miss**, "an unplanned event which does not cause injury or damage, but could have done so." Examples include items falling near to personnel, incidents involving vehicles and electrical short-circuits.

Accident Reporting

All accidents must be recorded within on the Incident and Accident Form (at Annex A).

These forms will be reviewed regularly by senior management to ascertain the nature of incidents which have occurred in the workplace, including looking for any emerging patterns or themes to the incidents. These reviews will be in addition to the investigation of the circumstances surrounding each specific incident.

All near-misses must be reported to the individual's line manager and the Facilities team as soon as possible so that action can be taken to investigate the causes and, as far as possible, prevent recurrence. The aforementioned Incident and Accident Form must be used.

Reporting Procedure- Employees

1. All accidents must be entered onto the appropriate incident form either by the person or, if this is not practicable, someone else who was present at the time, who should then give the form to the injured person's line manager.
2. The Line Manager must then:
 - note that the accident has occurred;
 - ensure that the form has been completed correctly; and .
 - immediately pass the Accident Report form to the Facilities Manager.
3. The Manager will then:
 - ensure that, where applicable, the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 are met;
 - complete Part II of the Incident Report form, recording the findings of the investigation of the incident;

- discuss the accident and contributory factors with the victim and their Line Manager/Departmental Head;
- report findings to the Director responsible for Health & Safety and, if necessary; HR and instigate any disciplinary proceedings.

4. The Director responsible for Health & Safety will then ensure, so far as is reasonable, that proper action is taken to help prevent the accident being repeated.

N.B.

1. Investigation of an alleged accident does not necessarily imply that sick pay will be paid. This will depend on the result of the investigation.
2. The above is simply the administrative procedure. Clearly it is essential for all concerned to give priority to the safety and welfare of any injured person and anyone else involved.

Reporting Procedure - Visitors / Contractors

Any non-employee who experiences an accident or near-miss incident whilst on the premises must report the incident immediately to the person responsible for his or her premises on site. If the person responsible is not available, the visitor / contractor must obtain the assistance of a responsible person to ensure that established procedure is adhered to.

All injuries must be reported using an Incident form, however minor. Visitors and contractors who are unable to enter their details must arrange for another person to make an entry on their behalf. Visitors and contractors should also notify their own employer where applicable.

As we are responsible for notifying reportable accidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, the Facilities Manager must be informed immediately.

Reporting Procedure - Damage / Theft

All accidents / incidents which result in the loss or damage of plant, equipment or vehicles but not necessarily personal injury must also be recorded on the Incident Form and passed to the Line Manager and to the Facilities Manager without delay.

Where such an incident results in any injury to a third party the Line Manager must be informed immediately as it may be necessary to report the incident by telephone to the Health and Safety Executive. Should the Facilities Manager not be available, this responsibility will pass to Office Services Department's Director.

Safe System of Work

All accidents and near-miss incidents must be reported, however minor, using the form at Annex A. To achieve this, the following procedure should be adopted:

1. the Incident and Accident report form is completed by the affected person/visitor and forwarded to the Line Manager;
2. treatment for any injury is obtained from a first-aider, GP or the local hospital;
3. the area is made safe and poses no risk to other personnel **(except where the accident results in a major injury, in which case the scene should be fenced off and left undisturbed until advised otherwise by the enforcing authority).**

4. a copy of the Incident and Accident form is provided to the Facilities team to enable them to record this on the Incident/Accident log;
5. the line manager will appoint someone/or Office Services to investigate and record their findings communicating any actions required to the relevant party(ies); and
6. keep the company informed of any after-effects, including periods of incapacity for work.

SUMMARY

All personnel including visitors and contractors on site must report accidents and near-miss incidents.

The four most important steps are to:

- ensure that all relevant details are reported as soon as possible, in accordance with established procedures;
- remove residual hazards that may pose a risk to others;
- fence off the undisturbed scene of a serious incident pending investigation; and
- notify management of incapacity for work that results from an injury sustained during a work activity.

Policy Review

This policy will be reviewed every two years or in the light of any changes to relevant health and safety legislation or material organisational changes.

Supporting References

Health & Safety at Work Act 1974

<http://www.legislation.gov.uk/ukpga/1974/37>

Management of Health & Safety at Work Regulations 1999

<http://www.legislation.gov.uk/uksi/1999/3242/contents/made>

Reporting of Accidents Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

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

Appendix A – Form available on inSite.

Building and H&S Incident and Accident Reporting Form

Please complete, scan and e-mail to: [your](#) sites' Facilities Team or nominated representative.

Incident/ Accident Date		Time		Date of report:	
Headquarters where victim is based.				CCG:	
Independent Contractor <i>(provide name of Company if applicable)</i>				Other	
Incident location address:					

Description of Event *(Enter facts not opinions):*

*If the incident involved equipment/devices, please ensure that batch/serial/asset numbers are recorded:

Immediate Action Taken *(Enter action taken at the time of the event or immediately after):*

Please include the details of any other authorities / emergency services informed / involved.

Details of Person Affected

Surname:		First Name:	
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* If an employee has been absent from work from **>3 days** as a result of an incident at work, the incident may need to be reported under **RIDDOR**. Please contact the **Governance Team**

Has anyone been harmed as a result of this incident/accident?

<input type="checkbox"/>	Near Miss	This was a prevented safety incident
<input type="checkbox"/>	No Harm	The incident occurred but no-one has been harmed as a result
<input type="checkbox"/>	Low Harm	The incident has caused short term injury. Full recovery in <3 days.
<input type="checkbox"/>	Moderate Harm*	The incident has caused semi-permanent injury
<input type="checkbox"/>	Severe Harm*	The incident has caused permanent injury
<input type="checkbox"/>	Catastrophic*	An incident that leads to the death of one or more persons

*Please contact the Office Services Team to discuss immediately but no longer than 1 working day of incident

Details of the incident reporter:

Name	
Department	
Email Address	
Telephone	
Your line manager/ Person responsible for local incident management	

What happens next?

Please send the form to the Facilities team at your site for review and investigation.

****This section is to be completed by the investigating manager****

Name		Job Title		Date	
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Risk Assessment:

Severity of incident	Likelihood of incident happening at that severity				
	1	2	3	4	5
	Rare	Unlikely	Possible	Likely	Almost certain
5 Catastrophic	5	10	15	20	25
4 Major	4	8	12	16	20
3 Moderate	3	6	9	12	15
2 Minor	2	4	6	8	10
1 No harm	1	2	3	4	5

Please assess the risk grade of the incident prior to investigation using the matrix above (Likelihood x Severity=) and record:

The risk grading will help identify the level of investigation required.

Investigation Details:

Please provide details about the investigation that has been undertaken following the incident:

Factors and Root Causes:

Please list any contributory factors and root causes that you have identified through your investigation of the incident. **Continue on a separate sheet if necessary.**

1.	
2.	

Actions:

Please list any actions which have been or will be taken to reduce the impact of this incident or the risk of it happening again. **Continue on a separate sheet if necessary.**

	Action Required	Person Responsible	Due Date
1.			
2.			

Re-Assess the Risk:

Following investigation you should re-assess the risk posed in light of the actions planned to mitigate the risk. Use the matrix at the top of this page (Likelihood x Severity=) and record the grade here: