INCIDENT, ACCIDENT AND NEAR MISS PROCEDURE

Version 1.0

The Hubb Foundation Classification: External
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The Hubb Foundation Incident, Accident and Near Miss Procedure

1 Introduction
The Hubb Foundation has a statutory responsibility as an employer to report specified incidents in accordance with the Health and Safety at Work Act 1974 and the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR). The Hubb Foundation aims to ensure all reportable cases of work-related injuries, diseases and dangerous occurrences are reported in the approved manner and within legally defined timescales.

This Incident, Accident and Near Miss procedure applies to all employees, visitors, service users and providers who experience an accident, near miss or dangerous occurrence on any controlled premises during the course of Hubb Foundation activities. This procedure will also apply to service users who are members of the public and therefore not at work.

2 Purpose
The purpose of this procedure is to outline the arrangements for identifying, managing, investigating and reporting accidents, incidents and near misses within The Hubb Foundation’s activities. This procedure covers reporting and recording procedures for employees and nonemployees.

The reporting of all incidents and prevented incidents (near-misses) is designed to ensure the following:

- A culture of openness in reporting incidents or prevented incidents (near misses)
- Prompt and precise gathering of information
- Prompt communication with staff
- Minimisation of distress to those affected by an incident
- Identification of patterns and trends in the occurrence of incidents and prevented incidents (near-misses)
- Minimisation, so far as is reasonably practicable, of future risk by taking prompt and appropriate preventive action and implementing on-going monitoring processes
- Early warning of potential litigation and cost impact
- Reviews of existing safety procedures
- Fulfilment of The Hubb Foundation’s legal duties under statutory regulations

3 Definitions
For the purposes of this procedure the following definitions apply:

- **Incident**: An instance of something happening; an event or occurrence
- **Accident**: An incident which causes injury (whether medical attention is required or not)
- **Near Miss**: An Incident where no injury or damage occurred but, under different circumstances, could easily have resulted in injury or damage
• **Damage:** An incident resulting in damage to property or equipment;
• **Violence and aggressions:** Including Non-physical assault of Hubb Foundation employees or providers (including verbal abuse, attempted assaults and harassment; and incidents involving physical assault of Hubb Foundation employees or providers)
• **Ill health:** Physical ill (e.g. repetitive strain injury, carpal tunnel syndrome) that is caused or made worse by activities at work or a specified disease (e.g. dermatitis, asthma) as defined in RIDDOR;
• **Security Incident:** An incident which may indicate The Hubb Foundation’s systems or data have been compromised
• **Fire Incident:** An incident which emits smoke, heat and/or flame with the potential to cause damage
• **Dangerous Occurrence:** a dangerous occurrence can be defined as “any incident that has a high potential to cause death or serious injury” and are specified by the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
• **Work-Related:** Includes not only those work-related incidents which occur to employees but also to incidents which occur to others (e.g. visitors, providers, members of the public etc.) during The Hubb Foundation’s activities.

### 4 Roles and Responsibilities

#### 4.1 Duties within the Organisation

**Governing Body**

The Board of Directors are the most senior managerial group within The Hubb Foundation and consider and approve health, safety and welfare policies. For the purposes of this procedure, the Board of Directors promote the reporting and investigation of incidents and an open, non-punitive approach towards incidents taken by The Hubb Foundation.

**The Hubb Foundation Employees**

The Hubb Foundation Employees and delivery partners are responsible for the health and safety of fellow employees and visitors in their specified location/areas. As such, they have the primary responsibility for ensuring this procedure is fully implemented in their area.

All Hubb Foundation employees and delivery partners are responsible for:

- Reporting any incident/accident/near miss in line with this procedure
- Adhering to the employee requirements of the Health & Safety at Work Act 1974
- Provision of reports as requested as part of an investigation

**Providers**
Providers are responsible for implementing the policy by:

- Ensuring that all staff are aware of the procedures
- Supporting & encouraging staff in the reporting of accidents and near misses
- Ensuring appropriate and timely reporting of incidents
- Supporting the reporting process of reviewing and investigating local incidents
- Taking preventative action

N.B. Hubb Foundation providers will likely have their own Incident, Accident and Near Miss Procedures in place. It is the responsibility of The Hubb Foundation to ensure that their policies at least meet the minimum requirements set by The Hubb Foundation in this policy document, should it be indicated in Responsibilities Agreements that providers will not use The Hubb Foundation’s policy. If this is the case, providers should send their policy to info@thehubbfoundation.com upon request.

5 RIDDOR
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) requires employers, and other people who are in control of work premises, to report and keep records of:

- Work-related deaths
- Certain serious injuries (reportable injuries)
- Diagnosed cases of certain industrial diseases
- Certain ‘dangerous occurrences’ (near-miss incidents)

RIDDOR requires deaths and injuries to be reported only when:

- There has been an accident which caused the injury
- The accident was work-related
- The injury is of a type which is reportable

Types of “Reportable” injuries

Deaths
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 include (regulation 4):

- A fracture, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Permanent loss of sight or reduction of sight
- Crush injuries leading to internal organ damage
- Serious burns (covering more than 10% of the body, or damaging the eyes,
- respiratory system or other vital organs
- Scalpings (separation of skin from the head) which require hospital treatment
- Unconsciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours

**Over-seven-day injuries to workers**

This is where an employee is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

**Injuries to non-workers**

You must report injuries to members of the public or people who are not at work if they are injured through a work-related accident, and are taken from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute ‘treatment’ in such circumstances. There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

### 6 The Accident Form

All incidents, accidents dangerous occurrences and near misses must be recorded on an incident/accident form which can be found at Appendix 1.

The Hubb Foundation will review accidents and near misses reported to ascertain the nature of incidents, ensure that adequate records are being maintained and that remedial action has taken place. This review will be in addition to an individual investigation of RIDDOR reportable incidents.

All near misses must also be reported as soon as possible so that action can be taken to investigate the causes and to prevent reoccurrence. The best place to record this information is on an accident form.

No personal details will be disclosed unless consent has been given by the injured party.

### 7 Reporting Process — Employees

Any accident/near miss or dangerous occurrence must be reported to The Hubb Foundation as soon as possible to enable an accident form to be completed.

If an injury renders an employee unable to give the information required to complete an accident form, a witness or someone who is able to enter an account of the incident should complete it. The employee’s account must be entered as soon as possible after the event. Employees must ensure that they are aware of the reporting procedures.
All accidents and near misses must be recorded, however minor. Unless The Hubb Foundation is informed of these incidents, it will be unable to take remedial action or learn.

An injury may be dealt with by a first aider or the situation taken under control by an appointed person.

Where an accident results in absence from work, employees must follow The Hubb Foundation’s internal processes (including the completion of a Self-Certification of Absence form) in addition to the completion of an accident form.

8 Reporting Process — Line Managers
When an accident is reported to a member of The Hubb Foundation, they must ensure that the accident form is completed.

The completed accident/incident form must be forwarded to The Hubb Foundation at: info@thehubbfoundation.com. A copy of this form will be retained, in line with the Data Protection Act 2018 and any relevant information will be shared with Hubb Foundation management.

If the incident results in over seven consecutive days of incapacity for work it is reportable under RIDDOR and the local enforcing authority must be informed on a prescribed form (F2508) within 15 days. This will be completed by The Hubb Foundation.

9 Reporting Process — Visitors/Providers
Any non-employee who is involved in an accident or near-miss incident during Hubb Foundation activities must report the incident immediately to an appropriate member of staff.

All injuries must be reported on the accident form however minor. Visitors and providers who are unable to enter their own account must arrange for another person to complete the form on their behalf. Visitors and providers should also notify their own employer where applicable.

10 Notification to the Health and Safety Executive
Where an employee is involved in a serious accident resulting in a major injury, an accident that results in over seven consecutive days of incapacity, a reportable dangerous occurrence or an occupational disease/condition, The Hubb Foundation has a statutory duty to report such incidents to the Health and Safety Executive (HSE).

The Hubb Foundation must notify the appropriate contact without delay and this will be reported to the enforcing authority in accordance with the HSE reporting procedure. This is most easily done by reporting online.
http://www.hse.gov.uk/riddor/report.htm. Alternatively, for fatal accidents or accidents resulting in specified injuries to workers only, you can phone 0845 300 9923, Mon – Fri 08:30 – 17:00

N.B.: A report must be received within 10 days of the incident.

For accidents resulting in the over-seven-day incapacitation of a worker, you must notify the enforcing authority within 15 days of the incident, using the appropriate online form.

11 Accident Investigations
The Hubb Foundation and on-site delivery partners will undertake prompt investigation of accidents and near misses.

During the investigation, the manager undertaking the investigation will liaise with the appropriate staff to prepare a report which details findings, conclusions and recommendations to prevent a recurrence.

Investigation reports will be presented to the relevant management teams as appropriate.

12 References
- Health and Safety at Work etc. Act 1974;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);
- The Social Security (Claims and Payments) Regulations 1979;
- The Data Protection Act 2018;
- HSE INDG453 (rev1) published 10/13 – Reporting Accidents and Incidents at Work;
- http://www.hse.gov.uk/riddor/

13 Related Policies
- Data Protection Policy

14 Revision History
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<th>Summary of Changes</th>
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# Accident Report Form

## General details of incident

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<td>Work-related dangerous occurrence</td>
</tr>
<tr>
<td>Incident</td>
<td>Other</td>
</tr>
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| Date of incident: | Time of incident: |

## Exact location of incident:

| What happened? (Please describe the near miss, accident, incident, dangerous occurrence etc., including events that led to it and details about any equipment, substances or materials involved. Please only state the facts of the occurrence): |

## Which organisations or individuals were in control of the premises at the time of the incident?:

## Witnesses (Please provide the name(s) and contact details of anyone who witnessed the incident):
### Person who had the accident

<table>
<thead>
<tr>
<th>Full name:</th>
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<table>
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<tr>
<th>Address:</th>
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<table>
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<th>Gender:</th>
<th>Nature of injury:</th>
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### Status of injured person (tick as appropriate)

- Employee of The Hubb Foundation
- Self-employed person
- Volunteer
- Employee of Delivery Partner
- Member of general public attending event
- Employee of Venue Partner
- Attendee
- Visitor (please state where from)
- Other (please specify)

### Additional info:

What was the injured person doing at the time of incident?:

Was this something they were authorised to do? (Y/N):

Were they authorised to be where the incident occurred? (Y/N):

When was the incident reported?:

Date: | Time:

By whom was it reported?:

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**Title:** Incident, Accident and Near Miss Procedure  
**Classification Status:** External  
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Was first aid given on site? (Y/N) (if yes, please provide details):

Was hospital/medical treatment obtained? (Y/N) (if yes, please provide details):

Anticipated absence from work (no time lost, less than 3 days or more than 3 days):

Any further details of accident:

Action required to prevent recurrence:

Details of person completing this form

Full name:

Address:

Age:

Gender:

Role:

Email:

Phone:

Signed:                                                                 Date: