Frequently Asked Questions
Accident Reporting & Investigation

1. What Accidents Do I Have To Report?

All accidents and incidents must be reported to your supervisor or manager and reported on the appropriate report form and forwarded to your Directorate Health and Safety Officer with a copy to the Corporate Health and Safety Unit, within 48 hours of the accident being reported.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 there are various major injuries, dangerous occurrences and diseases that are reportable to the Health and Safety Executive. Your Manager will have local procedures for ensuring these are reported but a copy must always be sent to your Directorate H&S Officer and the Corporate Health and Safety Unit. For a full list of reportable accidents, incidents and dangerous occurrences under RIDDOR contact your Directorate Health and Safety Officer.

2. What Is RIDDOR 95'?

RIDDOR 95' stands for Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, which came into force on 1st April 1996.

RIDDOR 95 requires the reporting of certain work-related accidents, diseases and dangerous occurrences. It applies to all work activities, but not to all incidents.

3. Incidents Involving Violence

Where a member of staff is exposed to verbal or physical abuse the details must be logged on a 'Violent Incident Report form' available from your supervisor. For more information see Caerphilly County Borough Council policy on Violence at work.
If as a result of the verbal or physical abuse you suffer a physical injury which is a major injury (as defined by the RIDDOR) or which results in you being off work for more than 3 days then the incident is reportable under RIDDOR.

4. Who Do I Report My Accident To?

If you have an accident you must report it to your supervisor, who will then inform your manager and complete an 'Accident Report Form'.

5. Why Do we Investigate Accidents?

The purpose of investigating accidents is to identify all the causing factors and ensure controls are put in place to prevent reoccurrence. Also there are significant financial reasons for preventing accidents such as, prevention of business losses and the costs of criminal and civil legal actions.

6. Who Investigates Accidents?

Your manager will investigate the accident; they will then forward the accident form to their directorate health and safety officer for review. You can ask your manager for the outcome from the investigation. In certain cases the Corporate Health and Safety Unit and/or the Health and Safety Executive might be involved in the accident investigation.

7. Where Can I Get Further Information?

You can get further information from your Directorate Health and Safety Officer, telephone the HSE Infoline on 08701 545500 or you can access the following web sites. You must have external Internet access to view these sites:

- http://www.hse.gov.uk/pubns/accidents.htm
- The Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2000

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