

## Accident & Incident Reporting

Policy or Procedure	Policy
Policy / Procedure Title	Accident & Incident Reporting
Target Audience	All Personnel
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- **VTS Event Medical Services Ltd** is also referred to as **VTS EMS, The Company** and **The Organisation**.
- **Personnel** refers to **Staff**, both **Paid** and **Volunteers (including Self-Employed)**, **Clinical** and **Non-Clinical** unless otherwise stated.
- The **Senior Leadership Team (SLT)** refers to the **Company Directors, Clinical & Professional Advisors** and others appointed to the team by the Directors.
- **Work** includes, but is not limited to; **Event Cover, Office / Admin, Networking, Training** and **Ambulance Shifts**

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2 Document History

Date	Manager	Comments
11/11/2020	Andy Segon   Managing Director	Document Published



### 3 Introduction

It is the duty of all Personnel under the Health & Safety at Work Act 1974 to report all Accidents and Dangerous Occurrences however minor which occur on Ambulances, Patient or Hospital premises or at Events which involve our Personnel, or in and around the workplace. This extends to any other Healthcare Personnel, Contractors, Visitors and other members of the Public as well as our Personnel.

### 4 Incident Types

#### **Accident**

An incident where a member of Personnel or another is injured as a result of Ambulance / First Aid / Medical work and / or there is damage to equipment, property or premises.

#### **Near Miss**

An unplanned event that did not result in injury, illness or damage, but had the potential to do so. Near misses are warnings of potential accidents and **must** be reported.

#### **Dangerous Occurrence**

An incident with the potential to cause injury to a person and / or damage.

#### **Violent Incident**

Where a member of Personnel is exposed to verbal or physical abuse, or harassment, which may or may not result in injury, illness or damage.

### 5 Notifying Patients Family

Where a patient in the care of VTS Event Medical Services is injured, family / carers will be notified immediately after initial attention is given. Where a patient needs to attend hospital they will, where reasonably practicable, be accompanied by a VTS Event Medical Services representative until such time as the family / carer arrives.

### 6 Reporting Procedure

There are three levels of Accident & Incident reporting

- To the Company (VTS Event Medical Services Ltd)
  - All Accidents and Injuries (including those requiring only nominal First Aid treatment or none at all) should be recorded on the relevant paperwork which is kept in the Ambulance / Event folder
  - The circumstances of an Incident should be investigated at the earliest opportunity. Where remedial or protective action is required, then this should be carried out without delay.
  - All Paperwork including Reports and Action carried out must be returned to the Company office as soon as is reasonably practicable. If there is a delay in returning the Paperwork, then a brief email description outlining the Incident must be sent to: [admin@vtseventmedical.uk](mailto:admin@vtseventmedical.uk) within 24 hours.

- To the Event Organiser / Organising Body
  - The individual member of Personnel must report Accidents and Dangerous Occurrences to the Event Organiser or in the case of Patient Transfers the Organising Body that arranged the patient's transport ie, NHS Hospital / Ward / Department or Nursing / Care Home expecting the patient, on the same day that the incident occurs.
  - The 'Incident Report Form' should be used for all Accidents, Near Misses and Dangerous Occurrences.
  - A copy of this must also be sent into the VTS EMS Office within 24 hours.
- To the Health & Safety Executive (HSE)
  - The responsibility for reporting directly to the Health & Safety Executive rest with VTS Event Medical Services Ltd Senior Leadership Team.

#### **Personnel Incidents**

- There is a duty to report fatal or major injuries to the HSE immediately by telephone and to confirm details within seven working days. If the Accident does not result in a fatal or major injury, the report must be made within seven days.

#### **Non-Personnel Incidents**

- For reporting purposes, Visitors & Contractors count as Non-Personnel. An accident only needs reporting if
  - The person is killed or taken to hospital from the site, AND
  - The accident arises out of or in connection with work activities.
- An accident must be reported if it relates to
  - The way an activity has been organised (e.g. the supervision of an outing)
  - Lifts, machinery or substances
  - The condition of the premises

#### **All incidents reported to the HSE come under the following regulation**

- **RIDDOR – Reporting of Injuries Diseases & Dangerous Occurrences Regulations 2013** (see Appendix 1)

## **7 Review**

This Policy will be reviewed Annually

RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) is a UK Health and Safety legislation. It applies to all 'Responsible Persons' and requires them to correctly report and keep a record of certain injuries and incidents that happen at work.

It also requires the reporting of certain COVID-19 related incidents.

### **Why is RIDDOR Important?**

In 2017/18, an estimated 555,000 injuries occurred at work and 1.4 million working people were suffering from a new or ongoing work-related illness. RIDDOR, then, is in place to keep you and your colleagues safe at work. In practice, this encourages people to follow Health and Safety Procedures in the workplace, which helps to prevent Accidents.

### **Personnel Responsibilities**

Generally, Personnel do not have a legal responsibility to report incidents under RIDDOR. However, if, as a member of Personnel, you witness or experience something that falls under RIDDOR, you should report this to an appropriate Supervisor / Team Leader / Manager. Members of the public can't report an incident with the HSE themselves. If you have concerns, you should speak with one of the Company Directors. If you need to take the issue further, you can report it to the HSE using a different online form ([www.hse.gov.uk](http://www.hse.gov.uk) & follow the links through RIDDOR Reporting)

### **Employer Responsibilities**

'Responsible Persons' have a legal responsibility to correctly report work-related incidents under RIDDOR. This includes Team Leaders, Managers & Directors, those in control of work premises.

To report this, you can fill out the relevant form on the HSE website or contact them by phone. Also, a log of the details should be made for the Company's own records, such as in an Accident Book / Incident Report Form. The HSE or Local Authority Inspectors may ask to see your records during routine visits.

### **RIDDOR Guidance**

You must report:

- Workplace deaths (excluding suicide)
- Injuries that result in Personnel being off work (or unable to complete their normal work duties) for seven consecutive days
- Incidents involving members of the public being injured and taken to hospital

However, if a member of the public goes to hospital only as a precaution and they have no reported injuries, it does not need to be logged under RIDDOR

RIDDOR also covers certain workplace incidents. This includes Specific Injuries, Occupational Diseases and Dangerous Occurrences.

### **Specific Injuries**

- Fractures (excluding fingers, thumbs and toes)
- Amputation
- Loss or reduction of sight
- Crush injuries that cause internal organ damage
- Serious burns (those that cover more than 10% of the body, or damage the eyes, respiratory system or other vital organs)
- Scalpings (when the skin has become separated from the head) which requires hospital treatment
- Unconsciousness caused by head injury or asphyxia
- Any injury that is a result of working in an enclosed space and leads to hypothermia, heat-induced illness or requires resuscitation or hospital treatment for over 24 hours

### **Occupational Diseases**

If the following are likely to have been caused or made worse by work practices, they are considered as Occupational Diseases and must be reported under RIDDOR

- Severe Cramp of the hand or forearm
- Hand-arm Vibration Syndrome
- Carpal Tunnel Syndrome
- Tendonitis or Tenosynovitis of the hand or forearm
- Occupational Dermatitis
- Occupational Asthma
- Any Occupational Cancer
- Any disease caused by occupational exposure to a Biological Agent

### **Dangerous Occurrences**

This refers to 'Near Miss' incidents that could have caused harm, including

- Explosions or Fire that resulted in work stopping for over 24 hours
- Plant or Equipment coming into contact with overhead power lines
- Load-bearing parts of lifts and lifting equipment collapsing, overturning or failing

### **Reporting COVID-19 Incidents to RIDDOR**

The Company is required to report certain COVID-19 related incidents that occur in the workplace to RIDDOR. These reportable incidents include the following

- There is reasonable evidence that a member of Personnel who has been diagnosed with COVID-19 contracted it from exposure to the virus at work. This must be reported as Biological Exposure.
- A member of Personnel dies due to occupational COVID-19 exposure. This must be reported as Death due to Biological Agent Exposure.
- An unplanned incident at work that results in an individual being possibly or definitely exposed to COVID-19 by the release or escape of the coronavirus, such as in a laboratory setting. This must be reported as a Dangerous Occurrence.

VTS EMS does not need to report incidents of Disease or Deaths of members of the Public, Patients, Care Home Residents, or Service Users from COVID-19. However, Personnel should be aware of Recording and Reporting requirements for following the NHS's Test and Trace system. VTS EMS must retain a record of

our clients and visitors for 21 days, as well as details of Personnel shift / event groups, so they can track COVID-19 cases and notify those who need to self-isolate.

