

## Chess Wise Limited – Accident Reporting Policy

Version: 1.0

Effective Date: July 2025

Reviewed By: Graham Foster, Operations

Next Review Date: July 2026

### Accident Reporting Policy (Including RIDDOR Compliance)

#### 1. Purpose

This policy outlines the procedures for reporting, recording, and investigating accidents, incidents, and near-misses in the workplace, including those that fall under the scope of RIDDOR. The aim is to ensure a safe working environment and compliance with health and safety regulations.

#### 2. Scope

This policy applies to all employees, contractors, visitors, and volunteers working on company premises or engaged in work-related activities offsite.

#### 3. Responsibilities

- Employees: Must report all accidents, incidents, or near-misses to their line manager or supervisor immediately.
- Managers/Supervisors: Responsible for ensuring incidents are recorded and reported appropriately and for initiating an investigation.
- Graham Foster, acting as Health and Safety Officer, will liaise with the Company Directors to ensure RIDDOR reporting requirements are met and that the accident investigation is conducted thoroughly.

#### 4. Definitions

- Accident: An unplanned event that results in injury, illness, or damage.
- Near Miss: An unplanned event that did not result in injury but had the potential to do so.
- RIDDOR Reportable Incident: An incident that falls under the specific categories outlined by the Health and Safety Executive (HSE), including:
  - Deaths

- Specified injuries (e.g., fractures, amputations)
- Over-seven-day incapacitation of a worker
- Occupational diseases
- Dangerous occurrences (e.g., equipment collapse, fire, gas incidents)
- Injuries to members of the public requiring hospital treatment

Please read Annex A for full listing.

## 5. Reporting Procedure

### 1. Immediate Action:

- Ensure first aid is administered if needed.
- Secure the area to prevent further incidents.

### 2. Internal Reporting:

- Complete an Accident Report Form as soon as possible (within 24 hours).
- Submit the form to your line manager, Graham Foster acting as Health and Safety Officer or a Company Director

### 3. Investigation:

- The incident will be investigated to identify the cause and prevent recurrence.
- Findings and actions taken will be recorded.

### 4. RIDDOR Reporting:

- The Graham Foster, acting as Health and Safety Officer, will determine if the incident is reportable under RIDDOR and make a recommendation to the Company Directors.
- If reportable, the incident will be reported to the HSE via the appropriate online form or telephone within the required timescales.
- Reports will be submitted using the HSE website: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

## 6. Record Keeping

- All accident reports and investigation records will be securely stored for a minimum of 3 years.
- RIDDOR reports must also be retained for at least 3 years from the date of the incident.

## 7. Confidentiality

All reports will be handled in accordance with the Data Protection Act 2018. Personal information will only be shared with relevant authorities or individuals with a legitimate need to know.

## 8. Training

All employees will receive training on accident reporting procedures during induction and periodic refresher training.

## 9. Review

This policy will be reviewed annually or following any significant changes in legislation, or after a serious incident occurs.

### Signed:

Graham Foster  
Operations  
July 2025

Approved by:

Jasper Hijink

Director

July 2025

## Annex A

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

With the exception of suicides, the death of any person must be reported immediately if it resulted from a work-related accident.

If a person suffers a reportable work-related injury and dies due to that injury within one year (365 days), this must be reported as a work-related fatality.

There is no requirement to report the death of a self-employed person when it occurs in premises where they are the sole owner or occupier.

### **Specified, reportable injuries to workers**

Regulation 4 of RIDDOR lists 'specified injuries' which must be reported:

- fractures (other than to fingers, thumbs, and toes)
- amputation of an arm, hand, finger, thumb, leg, foot or toe
- any injury likely to cause permanent blinding or reduction in sight in one or both eyes
- any crush injury to the head or torso causing damage to the brain or internal organs in the chest or abdomen
- serious burns (including scalding) which:
  - cover more than 10% of the body
  - cause 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

You should refer to the detailed guidance on [specified, reportable injuries](#).

### **Over-7-day incapacitation of a worker**

Work-related accidents must be reported where they result in an employee (or self-employed person) being away from work, or unable to do their normal work duties, for more than 7 consecutive days as the result of their injury.

Where the worker's injury or condition does not become apparent until some time after the accident, it must be reported as soon as it has prevented them from doing their normal work duties for more than 7 consecutive days.

This 7-day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Some situations will include days when the injured person would not normally have been expected to work. You must take those days into account when deciding whether they were unable to do their normal duties for 'more than 7 consecutive days'.

### **Over-3-day incapacitation**

Accidents must be recorded where they result in a worker being away from work, or unable to do their normal work duties, for more than 3 consecutive days.

As an employer, you don't need to report this type of accident – recording it in your accident book (under social security law) will be enough.

There is information on [HSE's accident book](#).

### **Non-fatal accidents to people other than workers**

Accidents to members of the public or others who are not at work (such as customers or volunteers) must be reported if:

- they involve work activity
- they result in an injury
- the person is taken directly from the scene of the accident to hospital for treatment to that injury

Examinations and diagnostic tests, such as X-rays, do not count as 'treatment'. However, you must report treatment that involves the person having:

- a dressing applied
- stitches
- a plaster cast
- surgery

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

If the accident occurred at a hospital the report only needs to be made by the responsible person at the hospital if there is a [specified injury](#).

### **Occupational diseases**

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work. These diseases include:

- carpal tunnel syndrome (where the person's work involves regular use of hand-held percussive power tools involving repetitive blows, such as jackhammers, or vibrating power tools such as sanders, grinders or chainsaws)

- cramp of the hand or forearm (where the person's work involves prolonged periods of repetitive movement of the fingers, hand or arm)
- occupational dermatitis (where the person's work involves significant or regular exposure to a known skin sensitiser or irritant)
- hand-arm vibration syndrome (where the person's work involves regular use of percussive power tools, vibrating power tools, or holding materials which vibrate while being processed by powered machinery)
- occupational asthma (where the person's work involves significant or regular exposure to a known respiratory sensitiser)
- tendonitis or tenosynovitis of the hand or forearm (where the person's work is physically demanding and involves frequent, repetitive movements)

There is more information on [reportable occupational diseases](#).

## **Carcinogens, mutagens and biological agents**

### **Occupational cancers**

Cases of cancer must be reported where there is an established causal link between:

- the type of cancer diagnosed, and
- the hazards to which the person has been exposed through work. These hazards include all known human carcinogens and mutagens, including ionising radiation

For example, the following diagnosed occupational cancers must be reported:

- mesothelioma or lung cancer in a person who is occupationally exposed to asbestos fibres
- cancer of the nasal cavity or sinuses in a person who is occupationally exposed to wood dust

Reports are only required when the person's work significantly increases the risk of developing the cancer. In some cases, the medical practitioner may indicate the significance of any occupational factors when making their diagnosis.

Cases of cancer are **not** reportable when they are not linked with work-related exposures to carcinogens or mutagens.

There is more information on [reportable carcinogens](#).

### **Biological agents**

All diseases must be reported when there is a causal link between an occupational exposure and a biological agent.

The term 'biological agent' is defined in the [Control of Substances Hazardous to Health Regulations \(COSHH\)](#). It means a micro-organism, cell culture, or human endoparasite which may cause infection, allergy, toxicity or other hazard to human health.

Occupational exposures to biological agents may happen as a result of:

- an identifiable incident, such as accidentally breaking a laboratory flask, accidental injury with a contaminated syringe needle, or an animal bite
- unidentified incidents, where workers are exposed to the agent without their knowledge, for example where a worker is exposed to legionella bacteria during routine maintenance on a hot water service system

A report should be made whenever there is reasonable evidence that an occupational exposure was the likely cause of the disease. The doctor may indicate the significance of any occupational factors when making their diagnosis.

Infections in the community, such as colds or flu, are generally not reportable as they cannot usually be attributed to occupational exposures to biological agents.

There is more information on [reportable biological agents](#).

There is also general guidance on [infections at work and occupational illnesses associated with biological agents](#).

## **Dangerous occurrences**

A dangerous occurrence is one which 'arises out of or in connection with work' and could risk harm to others. Not all of these events need to be reported.

HSE has detailed guidance on [dangerous occurrences](#) that must be reported under Schedule 2 of RIDDOR. It explains which sections of the Schedule apply for occurrences at:

- all workplaces
- all workplaces except those offshore
- mines
- quarries
- transport systems
- offshore workplaces

## **Gas incidents**

Distributors, fillers, importers and suppliers of flammable gas must report incidents in connection with that gas, where someone has:

- died
- lost consciousness, or
- been taken to hospital for treatment

These incidents should be reported using the [Report of a Flammable Gas Incident - online form](#).

Gas Safe Registered engineers must provide details of any gas appliances or fittings they consider to be dangerous anywhere where people could die, lose consciousness or require hospital treatment. This includes domestic premises.

The danger could be due to the design, construction, installation, modification or servicing of that appliance or fitting, which could cause:

- an accidental leakage of gas
- incomplete combustion of gas, or
- products from the combustion of gas not being fully removed

Unsafe gas appliances and fittings should be reported using the [Report of a Dangerous Gas Fitting - online form](#).

There is [advice on requirements for notifying and reporting gas incidents](#).