

# HEALTH AND SAFETY

## SAFETY POLICY & ARRANGEMENTS



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**Issue:** No. 9

**Subject:** Accidents, Near Misses & Work-Related Ill Health Reporting

### Introduction

**This document forms part of the National Ice Centre's organisational written safety policy arrangements.**

Departments, services or teams may consider it appropriate to develop additional guidance and systems of work on specific work related activities.

Where proposals, additional guidance or changes to systems of work will have an impact on health, safety and welfare, this will be discussed and agreed at the Health & Safety Committee.

If you have any questions or require further information or support on the contents of this document, please contact the NIC Health & Safety Advisor or Corporate Safety Advice.

### Overview Of Management & Colleague Responsibilities

#### Manager Responsibilities

Below is an overview of the responsibilities which is intended to support managers in identifying their key duties that need to be taken to comply with the requirements of this document and the safety management systems of the National Ice Centre.

- Managers must be familiar with the procedure for reporting accidents, near misses and work-related ill health and what incidents are required to be reported to the Health & Safety Executive under RIDDOR
- Managers will need to ensure all colleagues are aware of the procedure for reporting accidents, near misses and work-related ill health.
- Managers are required to investigate every incident that occurs and take the necessary action to minimise the potential for reoccurrence, review risk assessments and work procedures.
- Managers must ensure the accident details are accurately recorded on the Incident Management System and all relevant documents are retained;
- Managers must review regularly, all accidents and incidents that have occurred within their respective area to identify any trends or patterns within the workplace.

If you are in any doubt about whether an incident should be reported, contact NIC Health & Safety Advisor for further information and advice.

#### Employee Responsibilities

The Health & Safety at Work Act 1974 section 7 requires all employees to consider their own health & safety and the safety of others.

As an employee of National Ice Centre, if you have concerns in relation to health & safety that is likely to cause you or someone else, injury or ill health then you must ensure that the concern is communicated to your manager immediately.

You are also required to co-operate with the management of National Ice Centre to ensure compliance with the health & safety arrangements, policies and procedures and work to the requirements identified within this document.

## Methods Of Reporting

National Ice Centre utilise an online 'Incident Management' system for the reporting and recording of all accidents and violent incidents.

This system is accessible to all managers and colleagues with access to a computer.

Where there is no access to the online 'Incident Management' system, managers will need to ensure that accidents to colleagues and third parties are recorded using the 'Injured Person Report Form'.

The investigating officer / manager will be required to transfer that information onto the online 'Incident Management' system and also upload the completed and signed paper copy of the report form.

The investigating officer / manager will then be required to complete the investigation on the system.

Where the colleague remains off work, the incident cannot be closed but the investigation must still be completed.

## Process for Reporting Accidents / Work Related Ill Health / Near Misses

In the event of an accident occurring, please ensure that the 'Accident Report' form and 'Accident Investigation' form are completed to reflect both what occurred and the investigation process.

To support the investigation process, the National Ice Centre has produced an Accident Investigation Guide to assist managers.

## Accidents to be Reported

### Accidents to NIC Colleagues, Agency Workers & 3<sup>rd</sup> Parties

All accidents to NIC colleagues & agency worker whilst at work must be reported.

If the accident occur on the NIC premises or is directly due to the work undertaken by the NIC, 3<sup>rd</sup> party accidents will also need to be recorded.

Examples of accidents that would need to be recorded may include a:

- member of the public trips on a loose step in the arena.
- member of the public slips on food on the concourse.
- member of the public catches themselves on the entry barrier as they enter the venue, causing an injury.

Examples of accidents that would not need to be reported may include a:

- visitor falling over their own feet during as they walk on the plaza
- colleague tripping over a pavement on the way to work

If there are any questions about whether an accident needs to be reported can be clarified by contact with the NIC Health & Safety Advisor.

## Work-Related Ill Health

The term 'work-related ill health' is used to describe illnesses and conditions such as occupational dermatitis, occupational noise induced hearing loss; work related upper limb disorders (e.g. Repetitive Strain Injury), occupational asthma, work-related stress etc.

In many cases these may be 'chronic' conditions, i.e. they have developed over a period of time rather than being caused by a single event.

Managers must ensure that if a colleague feels that they have an illness or condition is caused and/or exacerbated by their work then it is reported. The date when they first became aware of the condition should be used as the date that the incident occurred.

### Stress Reporting

Stress is a significant cause of sickness absence and if it is identified as work related, it needs to be reported.

Managers need to be aware that the only incidents that should not be recorded on the incident system are those that involve bullying, harassment, discrimination or victimisation’.

These incidents must be reported in line with HR Policy

### Near Miss Incidents

Managers need to ensure that any unplanned incidents that could have resulted in an injury but for what ever reason, did not cause injury are reported.

For example, a shelf could collapse and fall onto someone, or the shelf could collapse and not hit anyone.

Unplanned incidents that do not result in injury are often called 'near misses.'

Near miss incidents should be reported to management so they are aware unplanned incidents that occur on the site

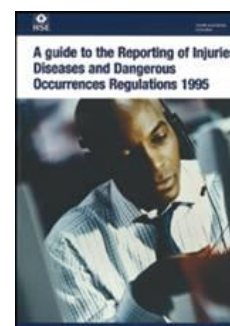
**Please note.** An investigation by the injured person’s line manager **must** always be carried out.

### RIDDOR Reporting

Managers are responsible for ensuring that the requirements relating to the reporting of incidents to the Health & Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 13)

The specific reporting requirements are identified within the *Safety Policy and Arrangements – ‘Reporting Injuries, Diseases and Dangerous Occurrences’* and any incident that falls within the criteria of that policy must be reported accordingly.

Managers need to make contact with the NIC Health & Safety Advisor if they need any further information or assistance on the requirements of RIDDOR.



### References & Further Information

The following information and reference material is in place to assist managers to understand their responsibilities and duties.

#### NIC Documentation & Links

- Incident Investigation
- Reporting Injuries, Diseases and Dangerous Occurrences

#### External References

- INDG453 - Reporting Accidents & Incidents at Work
- L146 – Consulting Workers on Health & Safety