



# **The Big Step**

## **Health and Safety Policy**

Version: 1.0

The Health and Safety Policy will be reviewed annually, or more regularly in light of any new significant development.

Reviewed yearly by:	
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## **1. Introduction**

This guidance is designed to inform staff of the actions required to meet current legislation, 'The Big Step' Education policy and decisions in respect of accidents, diseases

and dangerous occurrences taking place.

The requirement to report certain incidents arising out of or in connection with work is specifically legislated for by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and are reportable to the Health and Safety Executive (HSE). Notwithstanding statutory and other requirements, it is extremely important that all incidents are reported in order that an appropriate level of investigation can take place which will identify any recommendations to prevent a re-occurrence. Records can also be used to identify particular problem areas and determine the adequacy of current Health and Safety arrangements. In addition, records can also act as a reference in any subsequent legal action.

It is however essential to note that should an incident occur, it is critical that the following action is taken:

### **Make safe and provide first aid**

Following an incident it is essential that the area is made safe in order to protect the rescuers, the injured person/s and any other members of staff, service users or members of the public who may be in the vicinity. Once the area is safe, first aid should be given to the injured party and decisions made as to the need for any further medical assistance.

### **Emergency plan**

Where someone in the workplace has sustained a major injury, been subjected to serious violent, aggressive or threatening behaviour, contracted a reportable disease or where a dangerous occurrence has occurred, it is essential that managers seek immediate guidance from the Devon Health, Safety & Wellbeing Service to ensure that all appropriate precautions and safeguards are in place to minimise the immediate and future risk to others.

**NOTE:** The Devon Health, Safety & Wellbeing Service will notify the Health and Safety Executive of all necessary accidents. Establishments and teams must not report directly to the HSE.

## **2. Types of accidents**

'The Big Step' Education has classified Health and Safety incidents into the following types:

**Near miss incidents** (no injury or damage)

**Minor accidents** (cuts, bruises, etc.) these are injuries which do not result in lost time for employees

**Lost time accidents up to seven days** (either time away from the workplace or in work but unable to undertake normal duties). This is where an employee has had an injury which results in that person having lost time from work or being unable to carry out his/her normal duties for more than 7 consecutive days.

(Note: when counting days 'off', weekends and bank holidays count but not the day of the accident.) Where the seventh day falls on a non-working day, the manager should ascertain if the person would have been able to work if required.

### **RIDDOR reportable accidents**

- A. Fatalities (within one year from and linked to the accident)
- B. Major injuries (specific injuries from 1 October 2013) to employees (e.g.
- C. broken leg, amputation, permanent loss or reduction of sight)  
Any accident to an employee resulting in more than 7 days away from the workplace or normal duties
- D. Any accident to a non-employee resulting in that person being taken direct to hospital for treatment
- E. Reportable occupational diseases (as specified in RIDDOR e.g. carpal tunnel syndrome, occupational asthma, occupational dermatitis)
- F. Dangerous occurrence (as specified in RIDDOR e.g. collapse, overturning or failure of load bearing parts of lifts or lifting equipment, contact with overhead power lines)

Further guidance on accidents and incidents that are reportable to the HSE can be found in Appendices One and Two or by contacting the Devon Health, Safety & Wellbeing Service on 01392 382027.

### **3. Reporting requirements**

#### **Why Report Accidents, Injuries, Etc?**

'The Big Step' is required by law to report certain accidents. However, besides ensuring compliance with RIDDOR, these procedures act to protect the interests of injured persons, staff, clients, pupils / students, members of the public, etc. The reporting procedure provides an opportunity for the person(s) concerned to give an account of the incident that occurred. In the event of any subsequent claim for damages, compensation or Industrial Injuries Benefit, the official accident records are required to substantiate such claims.

Reporting incidents, including those of violent, aggressive or threatening behaviour or near misses, which do not occasion actual personal injury, enables 'The Big Step' to identify current and future problem areas and target more effectively, resources, training, etc. Information provided also assists in ensuring that, where appropriate, suitable remedial measures are put in place immediately and any more substantial requirements are programmed for future consideration.

There is a statutory duty to retain official accident records for 3 years after the initial date of the incident. In the event of an accident to children under 18 years of age, the form needs to be kept until they are 21. Where accidents have been entered onto the County's online accident recording system, OSHENS, records will be held indefinitely.

### **4. Reporting procedures**

#### **Injuries to 'The Big Step' Employees**

**Fatality or Major Injury:** In the event of an incident resulting in either a fatality or major injury (see table below and Appendix 1), the incident must be reported immediately to the

relevant Senior Manager and the Devon Health, Safety & Wellbeing Service on 01392 382027 or the Out of Hours Emergency Pager no. 07659 146024 so the HSE can be notified and where necessary, emergency plans put into effect. The OSHENS online Accident Reporting System should also be used to record the incident.

**Employee absence of more than 7 days:** In the event of an incident resulting in an employee being absent from work for more than 7 days, or unable to carry out normal duties for more than 7 days, due to the effect of the accident, the incident must be reported at the earliest opportunity. Again this will involve reporting to Devon Health, Safety & Wellbeing Service who will notify the HSE in line with statutory requirements. The OSHENS online Accident Reporting System must also be used to record the incident. Where absence is on-going you must ensure that the OSHENS online Accident Reporting System is kept updated with the actual period of the absence.

**Employee absence up to 7 days:** In the event of an incident resulting in an employee being absent from work or unable to carry out normal duties for up to 7 days, due to a work related accident, the incident must be reported at the earliest opportunity. Again this will involve reporting to Devon Health, Safety & Wellbeing Service. The OSHENS online Accident Reporting System must also be used to record the incident.

**NOTE:** It is important to remember that if an accident is initially recorded as 'Lost time up to 7 days', the OSHENS online Accident Reporting System must be updated with the actual length of absence and the OSHENS category amended if the absence extends to more than 7 days. You should also contact the Devon Health, Safety & wellbeing Service to discuss.

**Other Personal/Minor Injuries:** All incidents resulting in personal injury, however slight, arising out of or in connection with work activities, must be reported following local management procedures. The OSHENS online Accident Reporting System should be used to record the incident.

**Violent, Aggressive or Threatening Behaviour and near misses to Employees:**

In the event of any incident involving violent, aggressive or threatening behaviour, either verbal or physical, or a near miss (no injury) the incident must be reported following local management procedures. The OSHENS online Accident Reporting System must also be used to record the incident. If the incident is serious e.g. Heath, Safety & Wellbeing Guidance Note

should be reported immediately to Senior Management and to the Devon Health, Safety & Wellbeing Service who will, where relevant, notify the HSE in line with statutory requirements.

**Injuries to anyone other than a 'The Big Step' Employee:**

**Fatality or any incident resulting in a person being taken directly to hospital:**

In the event of an incident resulting in either a fatality or requiring a non-employee, e.g. client, pupil / student, member of public, to be taken directly to hospital for treatment following a work-related accident e.g. lack of supervision, premises / equipment defect, the incident must be reported immediately to the relevant Senior Manager and to the Devon Health, Safety & Wellbeing Service so the HSE can be notified and where necessary,

emergency plans put into effect. The OSHENS online Accident Reporting System should also be used to record the incident.

**Other Personal/Minor Injuries:** All incidents resulting in personal injury, however slight, arising out of or in connection with work activities, must be reported and recorded following local management procedures – e.g. accident book or accident forms. Where possible the form or entry into the accident book should be completed by the injured person or, if the person is unable to do so, by the person having control of the premises at the time of the incident.

**Violent, Aggressive or Threatening Behaviour or near misses to anyone except a Council Employee:** In the event of any incident involving violent, aggressive or threatening behaviour, either verbal or physical, the incident must be reported following local management procedures. If the incident is serious e.g. involves major injury, involvement of the police, it should be reported immediately to Senior Management and to the Devon Health, Safety & Wellbeing Service who will, where relevant, notify the HSE in line with statutory requirements.

### **All other types of incidents**

**Dangerous Occurrences:** In addition to the reporting of accidents outlined above, the law also requires specified Dangerous Occurrences to be reported to the HSE. Examples of 'reportable dangerous occurrences' are contained in RIDDOR, in the table in section 5 and are listed in Appendix 2.

4.10 In the event of a dangerous occurrence, the incident must be reported immediately to the relevant Senior Manager and to the Devon Health, Safety & Wellbeing Service so the HSE can be notified and, where necessary, emergency plans put into effect. The OSHENS online Accident Reporting System should also be used to record the incident.

**Occupational Diseases:** In addition to the reporting requirements listed above, RIDDOR also requires certain 'reportable diseases' to be notified to the HSE. Further details of 'reportable diseases' are contained in the table in section 5 and are listed in Appendix 2. The OSHENS online Accident Reporting System should also be used to record the incident.

In the event of a reportable occupational disease being contracted by someone in the workplace or in connection with work, the matter must be referred immediately by telephone first to the relevant Senior Manager and Devon Health, Safety & Wellbeing Service so the HSE and other relevant bodies can be notified and where necessary, emergency plans put into effect.

**Work Related Non-Accidental Illnesses:** In the event of an employee suffering from a work-related non-accidental illness, where medical evidence confirms the illness is caused by an aspect of an individual's work then this should be reported following local management procedures which would include being accompanied by the appropriate medical evidence. The OSHENS online Accident Reporting System should also be used to record the incident.

## **5. Accident and incident reporting timescale table**

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Any incident that does not result in an actual injury. Complete OSHENS online Accident Reporting system within 5 days

### **Minor injury**

Cuts, bruises, minor burns and scalds, sprains, strains, grazes etc. Inform Management immediately and complete OSHENS online Accident Reporting system within 5 days

### **Lost time - less than 7 days**

Any injury which prevents an employee from attending work for up to 7 days (do not include day of accident but do include weekends) Inform Management immediately and complete OSHENS online Accident Reporting system within 5 days

### **Lost time - more than 7 days**

Any injury which prevents an employee from attending work for more than 7 days (do not include day of accident but do include weekends) Inform Management immediately, complete OSHENS online Accident Reporting system within 24 hours. Required within 15 days.

### **Non employee taken direct to hospital**

Any incident due to premises/equipment failure or lack of supervision where the person is taken directly to hospital. Inform Local / Senior Management and Devon Health & Safety Service **immediately**. Complete OSHENS online Accident Reporting system within 24 hours. By quickest practicable means,

### **Fatalities/major injuries**

Fractures, amputations, loss of sight, unconsciousness. As above. By quickest practicable means

### **Dangerous Occurrence**

Forklift overturns, electrical discharges, pressure system, failures, scaffold collapses, major fires, explosions. As above. By quickest practicable means.

### **Reportable diseases**

Weils disease, asbestosis, Legionnaires' disease etc. As above. Upon diagnosis by medical Practitioner. Health, Safety & Wellbeing Guidance Note

## **6. OSHENS - 'The Big Step' online accident reporting system**

Health and Safety accidents and incidents in 'The Big Step' are recorded using a Health and Safety management system which includes an accident recording module. Training and other information has been provided to relevant staff to allow them to record incidents and, where appropriate, produce reports on the performance of their team/ establishment.

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The online system can be accessed over the internet and is user-name and password protected. In addition, once inside the system, additional permissions prevent access to certain data, e.g. access can be restricted to the information for a single team or establishment. User names, passwords and permissions are set up by the Devon Health, Safety & Wellbeing Service.

The system includes a Quick Reporting tool which enables the relevant incident information to be entered onto the system quickly and easily. Incidents reportable to the HSE and other lost time employee accidents will need to be entered through the full system to allow absence information and RIDDOR reports to be completed.

**NOTE:** Whilst teams / establishments will complete the RIDDOR form where necessary, ONLY the Devon Health, Safety & Wellbeing Service will be able to authorise and send the reports to the HSE.

The table below shows the various levels of accidents and incidents and identifies which of these 'The Big Step' and Heads of Service require to be entered onto the online system and whether the Quick Reporting tool or the Full Reporting system should be used.

For further information about how to report accidents or on the OSHENS online Accident Reporting System, you should contact your Health and Safety Coordinator or establishment manager in the first instance or the Devon Health, Safety & Wellbeing Service who will be able to advise you about your local procedures.

## 7. Less common aspects of the reporting procedure

### Arising out of or in connection with work

This phrase is crucial in deciding whether or not an accident is 'Reportable' under RIDDOR. For employees it means the person is actually carrying out the duties for which he/she is employed and is injured due to an unsafe act or condition. It also refers to an injury caused due to any deficiencies in the workplace, plant or equipment with which an employee is expected to work.

For non-employees such as clients, pupils in 'The Big Step' s or members of the public, it means that their injuries are attributable to the work organisation such as a lack of supervision, deficiencies in any plant or equipment, a substance, or the condition of the premises. For example: a 'The Big Step' pupil trips over and is injured in the 'The Big Step' playground; if it is due to the poor surface condition this is classed as arising out of or in connection with work. If the child ran into another pupil or tripped over their own feet, it is not reportable.

### Contractors

The injured person's own employer has the legal duty to report the accident to the HSE. However, if the contractor is self-employed, the establishment must make the report. The establishment should check that the injured person's employer has been told of the accident. The incident should still be recorded on the OSHENS online Accident Reporting System but it will not, for employed contractors, be reported to the HSE by 'The Big Step' .

## **Accidents on Educational Visits and Work Experience Placements**

Accidents whilst taking part in out-of-'The Big Step' activities such as educational visits need to be reported in the same way as if the incident occurred on the 'The Big Step' premises. For students on work experience placements, the provider must make the report to the HSE. Please note however that sometimes 'The Big Step' might be the provider. Depending on the location and type of establishment being visited, 'The Big Step' s may also be requested to assist in completing a local accident form for the provider or establishment.

### **8. Guidance for accident investigation**

The purpose of an accident investigation is to identify the immediate and underlying causes of the accident, review existing risk control measures and to develop and implement any additional preventative measures to ensure that the accident does not happen again.

The circumstances of all incidents should initially be investigated by the local manager or the premises manager. The depth of an investigation will vary according to the severity or potential severity of the incident. In some minor cases a few minutes discussion with a member of staff may be adequate; however fatal accidents and those which result in major injuries or dangerous occurrences will also require to be investigated by the Devon Health, Safety & Wellbeing Service or the HSE. The OSHENS full reporting system gives guidance on the extent of investigation required.

The purpose of an investigation is not to apportion blame but to identify where improvements may be required in order to prevent a re-occurrence.

Investigating accidents, managers must be detached and impartial. Personal feelings must be put aside. Assumptions and opinions must not be made or considered. It is important to bear in mind that the accident investigation report could become part of legal proceedings (criminal and civil) and so subject to scrutiny. Any conclusions drawn must be based on facts.

Key elements of an investigation include:

- Interviewing the injured person and witnesses as soon as possible
- Record any necessary facts e.g. take photographs
- Determine the cause of the accident and identify the underlying causes
- Identify preventative measures and ensure that they address the
- Immediate and underlying causes
- Prepare accident report and submit

### **9. Information and key contact details**

For information on the reporting systems, advice or to provide a telephone report of a serious incident:

- Devon Health, Safety and Wellbeing Service
- 'The Big Step'
- Great Moor House, Bittern Road, Sowton Industrial Estate, Exeter, EX2 7NL e-mail:

The completion of an accident report does not constitute a claim and there is no general right to compensation following an accident. Any liability falling to the County Council depends on whether some particular negligence can be proved. This applies to personal injury as well as to property loss or damage.

## **10. Further related information**

Further related information, including generic risk assessments where appropriate, can be found via the 'Document Library' on the Devon Health, Safety & Wellbeing Service's OSHENS electronic management system or by telephone on 01392 382027. Alternatively, this information can be accessed through Devon County Council: 'The Source'.

## **APPENDIX 1 – HSE REPORTABLE INJURIES**

Schedule 1 of RIDDOR requires the reporting of fatalities or 'major injuries' which, for the purposes of these regulations, are those set out below. The purpose of RIDDOR is to ensure that the enforcing authorities (in our case the HSE are informed about the more serious Health and Safety problems for the purposes of official investigation and statistics.

### **Fatalities**

All work related incidents which result in a fatality must be notified to the HSE by the quickest practicable means and a written report sent within 10 days. In

addition, where a person dies as a result of a major injury within 1 year of sustaining the injury, the employer must notify the enforcing authority in writing.

## **Major Injuries**

The following are all classified as major Injuries:

- Any fracture (break, crack or chip), other than to the fingers, thumbs or toes
- Any amputation (at the time of the accident or surgical amputation following the accident)
- Dislocation of shoulder, hip, knee or spine
- Loss of sight (whether temporary or permanent)
- Chemical or hot metal burn to eye
- Any penetrating injury to eye
- Any injury resulting from an electric shock or electrical burn (including those caused by arcing) leading to unconsciousness, requiring resuscitation or admittance to hospital for more than 24 hours
- Any other injury leading to hypothermia, heat-induced illness or to unconsciousness
- Any other injury requiring resuscitation
- Admission to hospital for more than 24 hours
- Removal to hospital for treatment or a visit to A&E (non-employees)
- Loss of consciousness resulting from lack of oxygen
- Loss of consciousness resulting from exposure to a harmful substance
- Acute illness requiring medical treatment or loss of consciousness resulting from absorption of any substance by inhalation, ingestion or through the skin
- Acute illness requiring medical treatment resulting from exposure to a biological agent or its toxins or infected material

## **Over 7 Days Absence**

Injuries which are not major injuries but result in the absence from work of the injured person for more than 7 consecutive days (excluding the day of the injury but including weekends, etc), or where the injured person is unable to do the full range of their normal duties for more than 7 days, must also be reported to the HSE.

## **APPENDIX 2 - REPORTABLE DANGEROUS OCCURRENCES AND DISEASES**

### **DANGEROUS OCCURRENCES REPORTABLE TO THE HSE**

The HSE requires to be told of very serious incidents even if there is no injury. The following criteria indicate the gravity of incidents which must be reported to the HSE.

### **Collapse, overturning or failure of lifting machinery**

- The failure of any closed vessel (including a boiler or boiler tube) or of any associated pipe work, in which the internal pressure was above or below atmospheric pressure, where the failure has the potential to cause the death of any person

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- The failure of any freight container in any of its load-bearing parts while it is being raised lowered or suspended
- Unintentional contact with overhead electricity lines
- Electrical short circuit attended by fire or explosion which results in the stoppage of the plant involved for more than 24 hours
- The unintentional explosion or ignition of explosives
- Release of biological agents
- Malfunction of ionising radiation generators
- Malfunction of breathing apparatus
- Diving operations endangering the life of divers
- The collapse of any scaffold which is more than 5 metres in height which results in a substantial part of the scaffold falling or overturning

## **OCCUPATIONAL DISEASES REPORTABLE TO THE HSE**

There are over 45 diseases listed in the full schedule. To be reportable to the HSE there must be a link between the illness and the nature of work a person does which exposes him or her to a higher than normal risk of contracting the illness. To warrant notification, the diagnosis of the disease must be made by a medical practitioner. If a potential case arises, advice should be sought from the Wellbeing @ Work as quickly as possible.

Note: - From the 1st October 2013, there will be a revised list of Reportable Occupational Diseases. Conditions due to physical agents and the physical demands of work e.g. limb disorders caused by repetitive movements, constrained posture or vibration Infections due to biological agents e.g. hepatitis, Legionellosis, leptospirosis, Lyme disease, tetanus, tuberculosis

Poisonings from particular substances or their compounds

Specific illnesses related to particular industrial processes

Respiratory diseases related to dusts etc, e.g. Mesothelioma from handling asbestos

Occupational dermatitis

Occupational asthma from work involving exposure to particular agent

## **APPENDIX 3 – ACCIDENT PREVENTION**

### **POSITIVE SAFETY BEHAVIOURS**

- The following simple behaviours represent the line of least risk and will assist in ensuring that accidents and incidents are prevented or their potential effects are minimised
- Ensure that control measures (precautions) contained within relevant risk assessments are implemented and maintained and any reduction in their effectiveness is reported to the responsible person as a matter of urgency
- Ensure that every location has a suitable number of first aid personnel who are suitably trained and equipped to deal with casualties arising out of accidents and incidents
- Ensure that every employee has access to the online reporting system or is equipped to report accidents and incidents using an alternative method

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- Ensure that every accident is reported and recorded as this is the only way suitable strategies can be formulated to either eliminate or at least reduce the likelihood of further occurrences
- Ensure that all the reporting timescales set out in this program are adhered to so that 'The Big Step' education is able to meet its legal obligations by reporting accidents and incidents to the enforcing authorities within the prescribed timescales. The physical process of reporting accidents and incidents that fall under RIDDOR is automated but there remains a vital need for accident and incident data to be entered onto the system accurately and promptly
- Investigate all accidents and incidents looking for the immediate cause such as spilt water on a floor making it slippery and the underlying cause which, in this example, may be that there are no means of clearing spills or the drinks machine is poorly sited within the office
- Maintain all records and documentation relating to accidents, the ongoing condition of the injured individual and any 'return to work' alterations etc.
- Ensure all applicable risk assessments are communicated to local staff via line management or designated responsible person; control measures (precautions) are maintained and that periodic reviews are undertaken by local management or designated persons, to ensure they remain suitable and sufficient. If working practices, equipment or precautions change then the applicable assessment is to be reviewed prior to these changes being implemented
- Ensure that workplace inspections are regularly undertaken in the form of informal regular weekly walk rounds looking for obvious hazards which may cause accidents and instigate remedial actions to render the area safe
- Ensure that in all locations, formal Health and Safety Inspection Checklists are completed. Any findings requiring remedial action should be implemented as soon as possible to reduce the likelihood of accidents or incidents
- Ensure staff receive adequate training, information and instruction on the task they are to perform and the methods to be employed in order to reduce or eliminate the levels of potential risk