

Tool Box Talk: First Aid Accident Reporting

Title:	Accident Reporting	Ref Number: 26
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Why am I here?

Our first-aid assessment has identified the minimum requirement of first aiders that we as an employer require. They are involved in looking after the first-aid and calling the emergency services when required. They will provide emergency cover, within their role and competence.

Our First Aiders?

Our first aiders are trained to the appropriate level as indicated by the Health and Safety Executive guidelines and our own Risk Assessment of needs.

What is their reporting responsibility?

They have a duty to report any incident, accident or near miss that could have caused and injury.

What about the first aid equipment box?

There is no mandatory list of items to put in a first-aid box. It depends on what the assessment of our needs might be. As a guide, where work activities involve low hazards, a minimum stock of first-aid items might be:

- 1 leaflet giving general guidance on first aid
- 20 individually wrapped sterile plasters (assorted sizes)
- 2 sterile eye pads;
- 4 individually wrapped triangular bandages, preferably sterile;
- 6 safety pins;
- 2 large, individually wrapped, sterile, undedicated wound dressings;
- 6 medium-sized, individually wrapped, sterile, undedicated wound dressings;
- 1 pair of disposable gloves (see HSE's free leaflet: *Latex and you* – Q9).

This is a suggested contents list only.

We do not don't keep tablets and medicines in the first-aid box.

If mains tap water is not readily available for eye irrigation, at least one litre of sterile water or sterile normal saline (0.9%) in sealed, disposable containers will be provided. When the seal has been broken, containers should not be reused. Containers should not be used beyond their expiry date.

Many sterile items are marked with expiry dates. These will be replaced by the dates given and expired items disposed of safely. In cases where sterile items have no dates.. For non-sterile items the first aider will make judgement, based on whether they are fit for purpose., and if required will replace them.

What or how am I likely to be injured in my workplace?

This all depend on the type of work you undertaken. Our risk assessments will indicate where you might be at risk of an injury and put procedures in place to remove or reduce that risk.

What are the employer's responsibilities in relation to first aid provision?

The Health and Safety (First-Aid) Regulations 1981 require us to provide adequate and appropriate equipment, facilities and personnel to ensure you receive immediate attention if you are injured or taken ill at work.

These Regulations apply to all workplaces including those with less than five employees and to any self-employed or contracted workers. Our assessment has told us what is 'adequate and appropriate' for the circumstances in our workplace. This includes the training of sufficient staff in first aid treatments, what should be included in a first-aid box and any other requirements.

The Regulations do not place a legal duty on employers to make first-aid provision for non-employees such as the public or children. However, we have assessed the needs of these non-employees that may visit our workplace and feel our facilities are appropriate.

If your work involves driving long distances or you are continuously on the road, the assessment has taken this into consideration to keep a personal first-aid kit in your vehicle.

What does RIDDOR involve?

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), place a legal duty on employers, the self employed and people in control of premises, to report:

**Work-related deaths,
Major injuries
Over-three-day injuries
Work related diseases
Dangerous occurrences (near miss accidents)**

These incidents can be reported by a number of methods

Telephone	0845 300 99 23 (Monday to Friday 8:30am to 5:00pm)
Online	riddor@natbrit.com
E-mail	riddor@connaught.plc.uk.
Post	Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3 GG.
Reporting out of hours	Duty officer on 0151 922 9235

Deaths and over three day injuries obviously reportable but there are many others to consider:

Major Injuries	Reportable Diseases
fracture, other than to fingers, thumbs and toes amputation dislocation of the shoulder, hip, knee or spine loss of sight (temporary or permanent) chemical or hot metal burn to the eye any penetrating injury to the eye injury resulting from an electric shock electrical burn leading to unconsciousness requiring resuscitation or admittance to hospital for more than 24 hours injury: leading to hypothermia, heat-induced illness or unconsciousness;	certain poisonings skin diseases occupational asthma farmer's lung pneumoconiosis asbestosis - mesothelioma; leptospirosis; hepatitis; tuberculosis; anthrax; legionellosis and tetanus

What are the employee's responsibilities?

The employee has a duty to report accidents/incidents, ill health and near misses

Record keeping

We provide an accident book for recording any incidents involving injuries or illness which you have been exposed to it includes the following information in your entry:

- the date, time and place of the incident
- the name and job of the injured or ill person
- details of the injury/illness and any first aid given
- what happened to the casualty immediately afterwards (e.g. went back to work, went home, went to hospital)
- the name and signature of the person dealing with the incident.

This information can help identify accident trends and possible areas for improvement in the control of health and safety risks.

Do not

- Fail to ensure completion of the accident book or incident log
- Ignore advice given by the workplace first aider
- Fail to ensure your line manager or Supervisor is informed if you are involved in an incident or injured and are leaving your workplace
- Continue to work if you feel ill after an accident or incident
- Continue to carry out the same practice that may have caused your injury
- Ignore any risk assessment and changes of working practice that comes about because of your injury on your return to work

Do

- To reduce the risk of accidents always follow proper safe working practices and an appropriate risk assessment
- Report accidents or incidents as soon as possible after the event
- Inform us as per policy if you are unable to return to work after an incident
- Ensure you speak to an appropriate medical practitioner if and when required
- Attend hospital if the first aider has treated you and recommended this
- Ensure you keep your employer informed of any further action you have taken
 - Hospital
 - GP visit
 - Medication
 - Injury sustained
 - Legal implications
- Ensure that you reassess the activity that injured that any new appropriate risk assessment is adhered to