

Policy No: 03-4106	Authorised: Pellagia Margolis	Date: 15/01/2020
ACCIDENTS & INJURIES TO EMPLOYEES WHILE ON DUTY		

This Policy defines the arrangements in place to ensure that any accidents and / or injuries sustained by a staff member while on duty are handled and processed in accordance with the requirements of current Health & Safety legislation (R.I.D.D.O.R. Regulations, latest revision):

A: REQUIREMENTS OF THE REGULATIONS:

If a person has died, or been injured as a result of a work-related activity, this will need to be reported to the local Registration Authority / Health & Safety Executive (as appropriate).

There are 3 types of reportable injury - *Death; Major Injuries; Over 7-day Injuries.*

1. *Death* - this will include the following:
 - 1.1 The death of any person under the age of 70 and the circumstances.
 - 1.2 The death of any person as a result of an accident arising out of, or in connection with, any work in the service user's home. *NB This will apply whether the resulting death occurs in the home or outside, including on the way to hospital for treatment.*
 - 1.2 The death of a staff member within one year after a Notifiable Injury or Condition.
2. *Major Injuries* - this will include the following:
 - 2.1 Fracture - other than to fingers, thumbs and toes.
 - 2.2 Amputation.
 - 2.3 Dislocation of the shoulder, hip, knee or spine.
 - 2.4 Acute illness requiring medical treatment where there is reason to believe that this has resulted from exposure to a pathogen or infected material, biological agent or its toxins, or from the absorption of any substance by inhalation, ingestion, or skin absorption.
 - 2.5 Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent.
 - 2.6 Eye injuries (loss of sight / penetration injury / chemical or hot metal burn).
 - 2.7 Injury (resulting from electric shock or electrical burns including burns) leading to loss of consciousness, or requiring resuscitation or admittance to hospital for more than 24 hours.
 - 2.8 Any other injury leading to hypothermia, or heat-induced illness, leading to loss of consciousness, or requiring resuscitation or admittance to hospital for more than 24 hours..
3. *Over 7-day Injuries:*

Where an employee, or self-employed person, is away from work, or unable to perform their normal work duties, for more than 7 consecutive days as a result of an occupational accident or injury (not counting the day of the accident but counting weekend and rest days), a report will be made within 15 days of the accident. *A record must still be maintained for those accidents which have incapacitated a person for more than 3 consecutive days, though there is no legal requirement to report the matter until the 7-day time frame is reached.*

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B: GENERAL REQUIREMENTS:

1. An apparently minor injury may be the subject of litigation after a period of several months or even years have elapsed. It is essential that all accidents involving service users, staff or visitors are fully documented in accordance with legislative requirements.
2. Accidents and incidents must be reported immediately and the Accident Book or an Accident Report Form completed for ALL accidents. The report must be accurate and factual, giving all relevant details.
3. FATAL ACCIDENTS - there is a further duty to provide a written report of an accident if it is proven to be fatal within one year of the date of occurrence.

C: PROCEDURES TO BE OBSERVED:

1. All accidents, no matter how trivial or minor, must be reported to the Domiciliary Care Services Supervisor or Manager who will complete an Accident Record.
2. For more serious accidents, if able to do so staff member will summon an emergency ambulance. The staff member will then notify the Domiciliary Care Services Supervisor, if necessary through the emergency telephone number to the Organisation's offices.
3. The Domiciliary Care Services Supervisor will arrange for emergency staff to cover for the staff member's duties for any period of absence from work.
4. Full details of the accident and action taken will be recorded in the Accident Records as soon as possible after the event.
5. The Accident Book will be reviewed on a monthly basis to determine whether any adverse safety trends are apparent.

FORMS REFERENCES:

Form No: 4-100 *Report of Accident at the Service User's Home*
Form No: 4-101 *Audit of Accidents & Injuries*