

<b>Name of Policy</b>	<b>ACCIDENT &amp; DANGEROUS INCIDENT RESPONSE POLICY</b>
<b>Aim of Policy</b>	The aim of this policy is to provide a healthy and safe environment for its staff, contractors, volunteers and visitors to its sites.
<b>Related Organisational Aims &amp; Objectives</b>	
<b>Intended Audience</b>	Council Members, Staff, Contractors, Volunteers and Visitors
<b>Approved By</b>	NAT Council
<b>Date Adopted/Reviewed</b>	06.02.2015 /14.1.20/11.01.22
<b>Review Cycle</b>	2 Years
<b>Review Due Date</b>	January 2024
<b>Individual Responsible for Review</b>	Director
<b>Comments on Last Review</b>	

## **CONTENTS**

### **ACCIDENT & DANGEROUS INCIDENT RESPONSE POLICY**

#### Definitions and Acronyms

1.0 Accident & Dangerous Incident Reporting

2.0 RIDDOR regulations

3.0 Volunteers

4.0 What are 'reportable' injuries?

5.0 Non-reportable incidents

6.0 Investigating accidents and incidents

Appendix 1: Reporting procedure from *Managing Visitor Safety in the Countryside: Principles and Practice* Visitor Safety in the Countryside Group (2011)

## **ACCIDENT & DANGEROUS INCIDENT RESPONSE POLICY**

**AIM:** The Norfolk Archaeological NAT ('NAT') aims to provide a healthy and safe environment for its staff, contractors, volunteers and visitors to its sites. NAT recognises that total elimination of risk at its sites is not achievable, but aims to achieve a reasonable balance between safety, conservation and access.

Where accidents or dangerous incidents occur at its sites NAT aims to respond positively by investigating the causes and implementing measures to reduce future risk where possible.

### **OBJECTIVES**

NAT will:

- Ensure that contact details for reporting accidents or incidents are available to all visitors at main access points to all its sites; and that the Accident or Dangerous Incident Report form is available to download from NAT website.
- Ensure that everyone working or volunteering for NAT is aware of the procedure for reporting accidents and incidents, and the actions to take if witness to an accident or incident
- Keep records of all injuries, incidents and near misses brought to its attention and occurring in connection with its sites
- Report accidents where required under RIDDOR
- Investigate all accidents/incidents and, where possible, take appropriate actions to reduce future risk
- Review actions taken in response to accidents/incidents to monitor effectiveness
- Review policy regularly to ensure it is up to date.

Signed  Date 11.01.22

Jonathan Sisson, Chairman of the Norfolk Archaeological NAT



## **Definitions and Acronyms**

'NAT' is the Norfolk Archaeological NAT

HSE: The Health and Safety Executive

HASWA: The Health and Safety at Work Act 1974

COSHH: Control of Substances Hazardous to Health

CDM: Construction, Design and Management Regulations 2007

PPE: Personal Protective Equipment

RIDDOR: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

### **1.0 Accident & Dangerous Incident Reporting**

It is essential to learn from any accidents and near misses at NAT sites. Ensuring that there are clear processes for reporting incidents to NAT, following up with investigations, and then taking appropriate action to reduce the identified risk, will help NAT to manage visitor safety effectively.

Contact details for reporting an accident/incident will be displayed at all NAT sites. Where site interpretation is renewed this information will be included in the standard text.

NAT's Accident & Dangerous Incident Report form is available to download from its website.

This policy and procedure document will be included in the induction pack provided for everyone who volunteers for NAT

### **2.0 RIDDOR regulations**

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) legislation only requires accidents to be reported if they happen 'out of or in connection with work'.

An accident is 'work-related' if any of the following played a significant role:

- the way the work was carried out
- any machinery, plant, substances or equipment used for the work
- the condition of the site or premises where the accident happened

Where contractors are working on a NAT site, it is their responsibility to report incidents under RIDDOR if incidents occur that are related to their work.

### 3.0 Volunteers

HSE advice points out that the legal position for reporting RIDDOR accidents involving volunteers is still unclear and volunteers are not included as one of the specified groups under the 'affected person' section on the RIDDOR form. HSE recommends reporting RIDDOR accidents affecting volunteers as if they are employees and to specify that they are volunteer workers on the incident form (Source: *Charity and voluntary workers: A guide to health and safety at work* HSE 2009 p22).

NAT undertakes to follow HSE advice on this and will report accidents involving volunteers as if they were employees under RIDDOR.

### 4.0 What are 'reportable' injuries?

The following injuries are reportable under RIDDOR when they result from a work-related accident:

- The death of any person
- Specified Injuries:
  - fractures, other than to fingers, thumbs and toes
  - amputations
  - any injury likely to lead to permanent loss of sight or reduction in sight
  - any crush injury to the head or torso causing damage to the brain or internal organs
  - serious burns (including scalding) which:
    - covers more than 10% of the body
    - causes 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:
    - lead to hypothermia or heat-induced illness
    - required resuscitation or admittance to hospital for more than 24 hours
  - Injuries to workers which result in their incapacitation for more than 7 days
  - Injuries to non-workers which result in them being taken directly to hospital for treatment or specified injuries to non-workers which occur on hospital premises.

It is a legal requirement to keep a record of any reportable injury, and this must include the date, method of reporting (e.g., via email), the date, time and place of the event, personal details of those involved and a brief description of the nature of the event.

- Up-to-date information on what is a reportable incident at: <http://www.hse.gov.uk/riddor/reportable-incidents.htm>
- Electronic RIDDOR form at <https://www.hse.gov.uk/riddor/report.htm>

## 5.0 Non-reportable incidents

It is important to record all accidents/incidents and near misses, even if not reportable under RIDDOR. This information may be essential to answer compensation claims and deal with legal or insurance claims.

NAT has adopted the reporting procedure as set out in *Managing Visitor Safety in the Countryside: Principles and Practice* published by the Visitor Safety in the Countryside Group (Appendix 1).

Completed forms are stored at 1.NAT\H&S\Accident reporting\Completed -Accident-Incident-report-forms

## 6.0 Investigating accidents and incidents

If accidents or dangerous incidents do occur, they should be investigated to prevent them from happening again. The main points to consider when investigating accidents that have caused injuries or damage are:

- Take steps to ensure that accidents, especially serious ones, are reported immediately. At NAT sites, this means making sure that contact details are clearly available to enable prompt reporting.
- Where applicable (e.g., if volunteers are present and able to assist) ensure any injured people are safe and given appropriate medical or first-aid treatment
- If possible, seal off the scene of the accident – this stops other people getting hurt and will save any evidence
- If possible, (e.g., if volunteers present and able to assist) record the contact details of any witnesses. Witness statements should be in writing and collected as soon as possible after the incident
- Take photographs or draw a sketch of the accident scene
- Try to find out what caused the accident and why it happened. Do not just look at what caused the injury or damage, find the 'root' cause, i.e., the first event that occurred in the series of events that led to the injury or damage
- Decide what to do to prevent the same accident happening again, and do it
- Review the actions taken to ensure they are effective
- Make sure NAT Accident & Dangerous Incident Record form is filled in and filed electronically for a minimum of three years.

**AN ALLEGED INCIDENT OCCURS INVOLVING A MEMBER OF THE PUBLIC ON YOUR PROPERTY...**

