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ACCIDENTS AT WORK		

1. Definition

Employers, the self-employed and those in charge of the premises are legally required to report some work-related accidents, diseases and dangerous incidents to the relevant authority.

These regulations apply to all work activities but not to all incidents. The law requires the following work-related incidents to be reported:

- deaths
- major injuries
- accidents resulting in injuries lasting more than three days
- work-related diseases
- dangerous occurrences - where something happens that doesn't result in a reportable injury but which could have done.

If the incident involves a death or a major injury you must report the matter immediately by the quickest possible way (email or telephone).

2. Reporting an accident

Report an accident on the HSE website.

All accidents, diseases and dangerous occurrences should be reported to the Incident Contact Centre - the single point of contact for receiving all incidents in the UK.

The Incident Contact Centre will forward details of incidents to the relevant enforcing authority, which may be either the Health and Safety Executive (HSE) or the council's Health and Safety Team.

Incidents can be reported by:

- Telephone: 0300 790 6787
- Online at www.hse.gov.uk/riddor/

What happens next?

There may be the need for the home to investigate the cause of the accident further in order to prevent similar accidents occurring in the future.

3. Frequently asked questions

Why should I report accidents at work?

Reporting accidents and ill health at work is a legal requirement. The information enables us to identify where and how risks arise, as well as to investigate serious accidents. We can then help and advise you on how to prevent and reduce injury, ill health and accidental loss - much of which is uninsurable.

Do the regulations affect me?

If you are an employer, you will have responsibility according to the regulations.

Should I keep records?

You must keep a record of any reportable injury, disease or dangerous incidents. This must include:

- a brief description of the nature of the event or disease

You can keep the record in any form you wish.

