



GDP001

Accident Reporting and Investigation Procedure

Goody Demolition Ltd

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1. Purpose

The purpose of this document is to provide an overview of the Goody Demolition Ltd. procedure for the reporting and subsequent investigation of incidents, accidents, near misses, incidents of ill health and dangerous occurrences which are work related. It will ensure:

- That all incidents are reported and accurate records kept securely
 - There is a consistent approach to accident reporting and investigation
 - The company complies with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
 - That analysis is completed to allow companywide incident statistics to be reported and any trends identified
- This document consists of an outline of key roles and responsibilities, definitions of terms along with template documents relating to incident reporting and investigations.

2. Scope

This procedure shall apply to the entire Goody Demolition Ltd. group and all work related activities completed both at GDL owned properties (e.g. offices, workshop etc.) and when completing contractual works acting as either Principal Contractor or as a Sub-Contractor.

NB. This procedure Does Not apply to road traffic accidents

This document is owned by the Operations Team and is available to all employees. The contents of the procedure should be understood by all employees, to ensure the correct actions are taken in relation to the reporting and investigation of all incidents in a timely manner.

3. References

- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- HSE Industry Guidance
- The Data Protection Act 1998
- Social Security (Claims and Payments) Regulations 1979
- Goody Demolition Ltd. Health and Safety Policy

4. Definitions

- **Accident** – In relation to RIDDOR, an accident is a separate, identifiable, unintended incident, which causes physical injury. This specifically includes acts of non-consensual violence to people at work. Injuries themselves, e.g. 'feeling a sharp twinge', are not accidents. There must be an identifiable external event that causes the injury, e.g. a falling object striking someone. Cumulative exposures to hazards, which eventually cause injury (e.g. repetitive lifting), are not classed as 'accidents' under RIDDOR.
- **Work Related** – RIDDOR only requires you to report accidents if they happen 'out of or in connection with work'. The fact that there is an accident at work premises does not, in itself, mean that the accident is work-related – the work activity itself must contribute to the accident. 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
- **Initial Notification Form (INF)** – This internal form (located in all GDL site safety files) replaces the requirement to complete the accident book. This form is to be completed by the GDL site supervisor and submitted to the relevant contracts manager, SHE manager and Operations Manager within 24 hours of any of the following incidents:
 - Accidents
 - Damage
 - Spill
 - Fire
 - Near Miss
 - Dangerous Occurrence
- **First Aiders** – These are persons who are suitably trained and certificated as competent First aiders. All GDL First Aiders will either hold a First Aid at Work (FAW) or Emergency First Aid at Work (EFAW) certificate.
- **Accident Investigation** – As per the Goody Demolition Ltd. health and safety policy all incidents will be reported and investigated (to the appropriate standard), the level of investigation will be determined by the Operations Team. The following summarises the investigations to be completed for each incident tier:
- **Tier 1 Reporting** – Following any incident (as reported using the INF form) the GDL site team are required to complete a Tier 1 report. The report must be completed in full and submitted within 5 days of any incident, this report will then be reviewed by the Operations Team to ensure all details are sufficiently entered. Tier 1 incidents would include (but are not limited to) the following:
 - Minor injury
 - Minor damage to plant / equipment
 - Spillage contained with spill kits
 - Non-RIDDOR reportable events
- **Tier 2 Reporting** – Following review of the submitted INF, should the Operations Team consider it necessary, a Tier 2 report will be completed. This report contains all the information of a Tier 1 report, with the addition of further details relating to Basic Risk

Factors (BRF), conclusions and learning opportunities. This level of report has a broader remit and looks for underlying factors that have contributed to the incident. These reports **MUST** be signed off by the SHE Manager and Managing Director before issue and are for internal use only. This report **MUST** be completed for all RIDDOR events.

- **Tier 3 Reporting** – These reports provide an overall summary of the incident; such reports are to be completed by the Operations Team and are for client issue. Tier 3 reports are to be reviewed by the Operations Manager and approved by the Managing Director before issue.
- **Basic Risk Factors (BRF)** – By identifying the areas of failure which were operating in order to cause the operational disturbance that prompted the event allows a more comprehensive view of the causation. BRF assessment can be applied to the event, the witness statements and the organisation(s) involved. Used correctly BRF can be a powerful tool in determining underlying causation and help develop wide ranging remedial actions.
- **RIDDOR** – The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. These regulations cover the requirement to report the following incidents (see section 7 of this document for full list):
 - Fatalities
 - Specified Injuries
 - 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.
 - Occupational Diseases
 - Dangerous Occurrences
- Should a RIDDOR incident occur and once the investigation is complete a notification will be made to the HSE by the Operations Manager. RIDDOR notifications are to be submitted as soon as practicable but **MUST** be received within 10 days of the incident (15 days for an over 7- day absence) using online forms available via the HSE website.
- **Record Keeping** – As per legal requirements, all records generated following any incident will be held securely by Goody Demolition Ltd. All documents will be stored electronically for a minimum of 6 years (from date of incident) with any subsequent medical records retained securely for 40 years.

5. Responsibilities

Managing Director

- Is responsible for the management / review of Standard Operating Procedures (SOPs) for the organisation
- Shall review and approve all Tier 2 and Tier 3 reports prior to issue

SHE Manager

- Shall provide the HSE with all required RIDDOR reports in a timely manner and liaise with the HSE as part of any ongoing investigation
- Be responsible for ensuring all records are suitably kept and maintained in relation to all incidents
- Ensure companywide statistics are kept in relation to incidents to allow trends to be identified so that companywide preventative measures can be taken
- Provide the Operations Manager with summary of incidents

Operations Manager

- Review Tier 3 reports prior to Managing Director approval
- Liaise with interested parties (e.g. clients / insurers) in relation to incidents

Operations Team

- Review submitted INF forms to ensure compliance / accuracy
- Review Tier 1 reports submitted by GDL site management
- Complete required investigations (Tier 1 - 3) into onsite incidents
- Support sites teams in closing out remedial actions

GDL Site Management

- Inform SHE Manager, Contracts Manager and Operations Manager of all onsite incidents (via email / phone)
- Complete and submit INF form within 24hrs of incidents
- Complete Tier 1 reports into incidents
- Close out all remedial actions following findings of any incident report

First Aiders

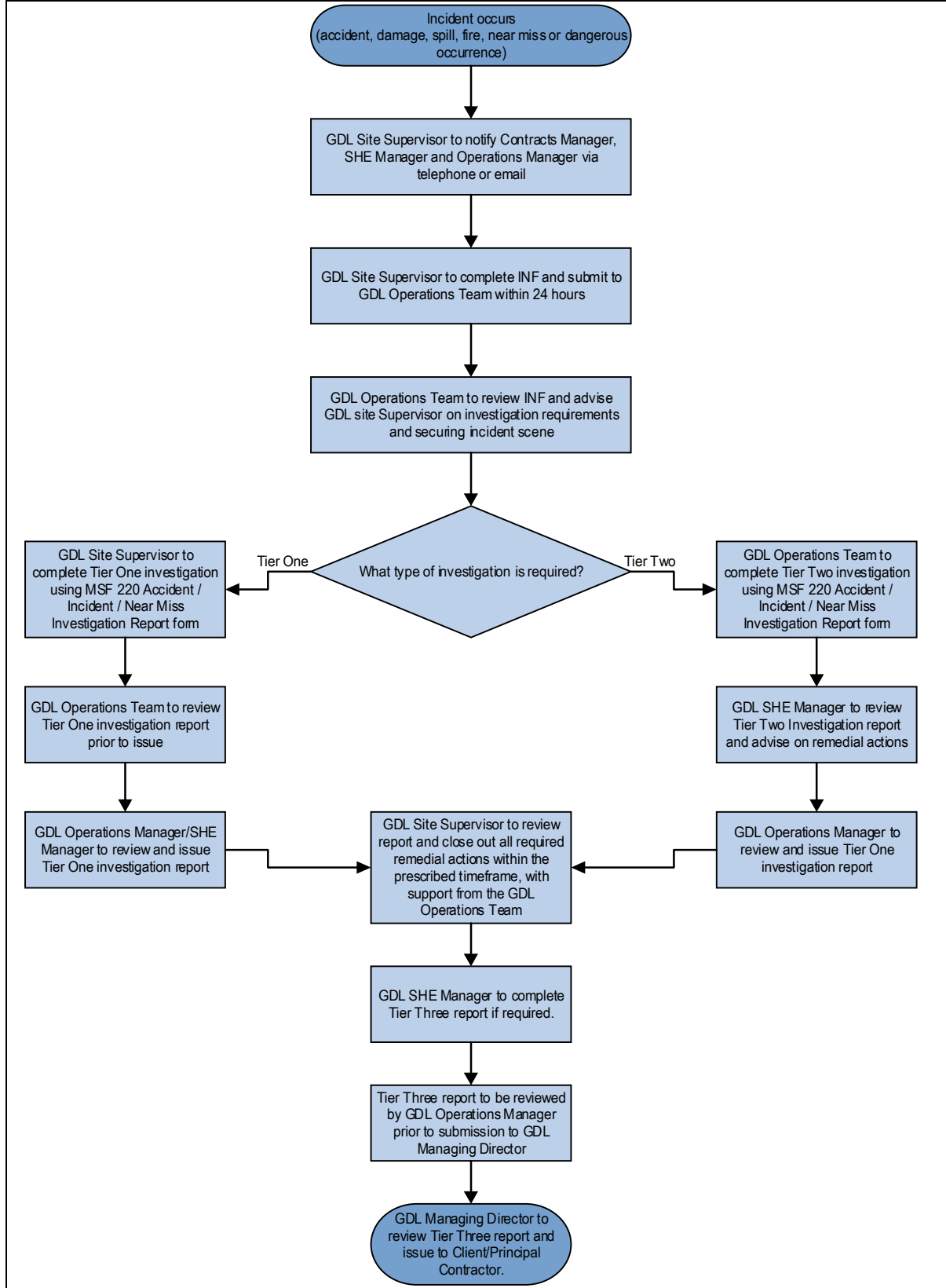
- Provide immediate medical assistance in the event of an accident

All Employees

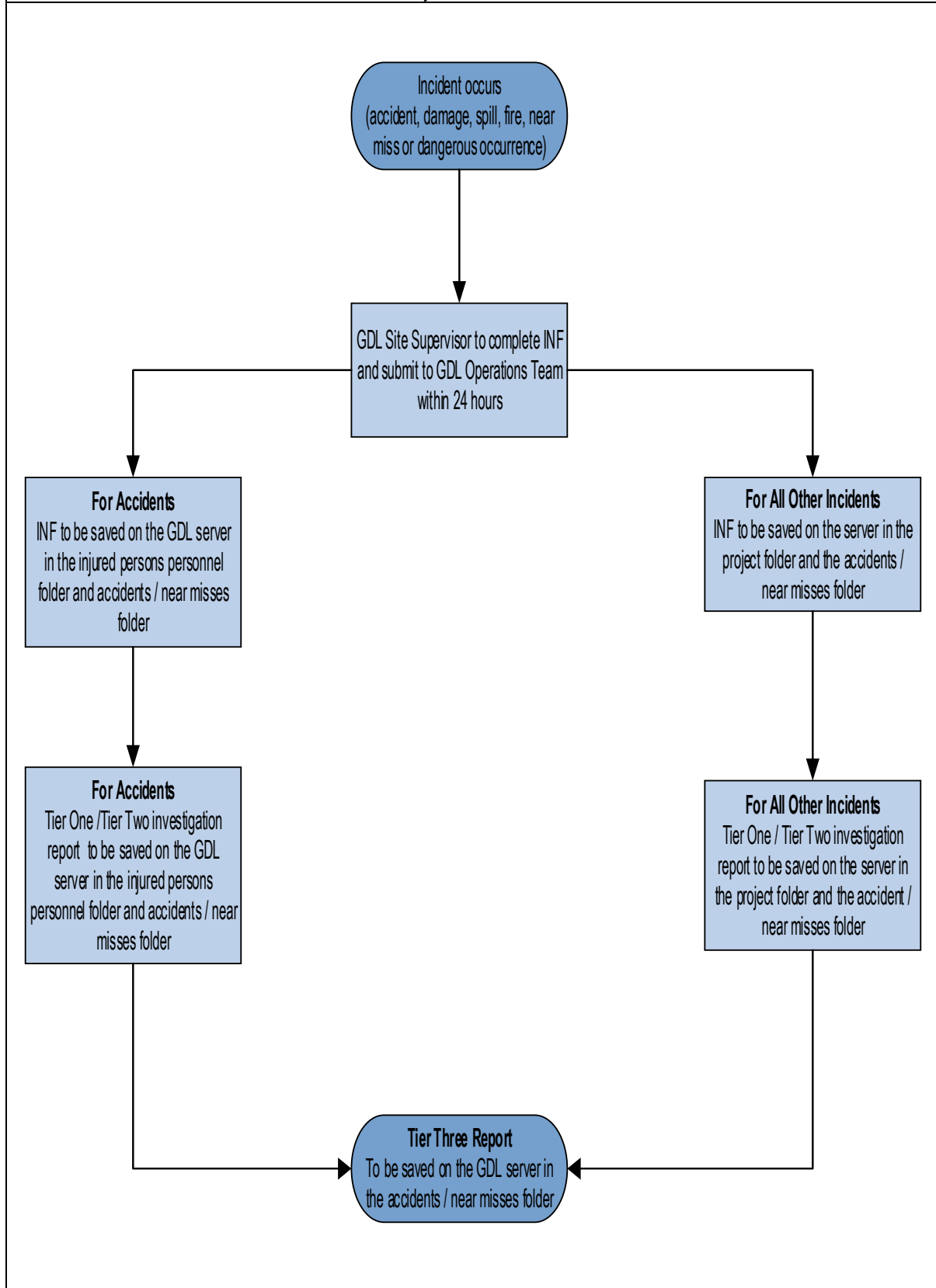
- Report all incidents to GDL site management
- Assist with all investigations into incidents (i.e. provide witness statements / comply with any required Drug and/or Alcohol testing)

6. Procedure

6.1 Incident Reporting and Investigation – *It is the responsibility of the GDL Site Supervisor to ensure that all incidents are suitably reported in a timely manner. The procedure below sets out the steps which are to be taken to ensure that the company incident reporting and investigation requirements are adhered to:*



6.2 Record Keeping – Following any incident accurate record keeping is vital to ensure legal compliance and ensure that Goody Demolition Ltd. fulfils its obligations. The procedure below is to be followed to ensure that documents pertaining to such incidents are maintained and stored securely



7. RIDDOR Schedule

Below is the comprehensive list of reportable accidents, dangerous occurrences and diseases in accordance with RIDDOR 2013

- **Work-related fatalities**
- Where any person dies as a result of a work-related accident, the responsible person must follow the reporting procedure
- Where any person dies as a result of occupational exposure to a biological agent, the responsible person must follow the reporting procedure.
- Where an employee has suffered an injury reportable under regulation 4 which is a cause of his death within one year of the date of the accident, the employer must notify the relevant enforcing authority of the death in an approved manner without delay, whether or not the injury has been reported under regulation 4
- This regulation is subject to regulations 14 and 15, and does not apply to a self-employed person who suffers a fatal accident or fatal exposure on premises controlled by that self-employed person

Specified Injuries

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- 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:
 - Leads to hypothermia or heat-induced illness
 - Requires resuscitation or admittance to hospital for more than 24 hours

Over 7 Day Injury

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Non-fatal accidents to non-workers (e.g. members of the public)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

Occupational Diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- Carpal tunnel syndrome;
- Severe cramp of the hand or forearm;
- Occupational dermatitis;
- Hand-arm vibration syndrome;
- Occupational asthma;
- Tendonitis or tenosynovitis of the hand or forearm;
- Any occupational cancer;
- Any disease attributed to an occupational exposure to a biological agent.

Dangerous Occurrences

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces.

Lifting equipment

1. The collapse, overturning or failure of any load-bearing part of any lifting equipment, other than an accessory for lifting.

Pressure Systems

2. The failure of any closed vessel, its protective devices or of any associated pipework (other than a pipeline) forming part of a pressure system as defined by regulation 2(1) of the Pressure Systems Safety Regulations 2000, where that failure could cause the death of any person.

Overhead electric lines

3. Any plant or equipment unintentionally coming into:
 - a) Contact with an uninsulated overhead electric line in which the voltage exceeds 200 volts; or
 - b) Close proximity with such an electric line, such that it causes an electrical discharge.

Electrical Incidents Causing Explosion or Fire

4. Any explosion or fire caused by an electrical short circuit or overload (including those resulting from accidental damage to the electrical plant) which either:

- a) Results in the stoppage of the plant involved for more than 24 hours; or
- b) Causes a significant risk of death.

Explosives

5. Any unintentional:

- a) Fire, explosion or ignition at a site where the manufacture or storage of explosives requires a licence or registration, as the case may be, under regulation 9, 10 or 11 of the Manufacture and Storage of Explosives Regulations 2005; or
- b) Explosion or ignition of explosives (unless caused by the unintentional discharge of a weapon, where, apart from that unintentional discharge, the weapon and explosives functioned as they were designed to) except where a fail-safe device or safe system of work prevented any person being endangered as a result of the fire, explosion or ignition.

6. The misfire of explosives (other than at a mine or quarry, inside a well or involving a weapon) except where a fail-safe device or safe system of work prevented any person being endangered as a result of the misfire.

7. Any explosion, discharge or intentional fire or ignition which causes any injury to a person requiring first-aid or medical treatment, other than at a mine or quarry.

8. (1) the projection of material beyond the boundary of the site on which the explosives are being used, or beyond the danger zone of the site, which caused or might have caused injury, except at a quarry.

(2) In this paragraph, 'danger zone' means the area from which persons have been excluded or forbidden to enter to avoid being endangered by any explosion or ignition of explosives.

9. The failure of shots to cause the intended extent of collapse or direction of fall of a structure in any demolition operation.

Biological Agents

10. Any accident or incident which results or could have resulted in the release or escape of a biological agent likely to cause severe human infection or illness.

Radiation Generators and Radiography

11. (1) the malfunction of:

- a) A radiation generator or its ancillary equipment used in fixed or mobile industrial radiography, the irradiation of food or the processing of products by irradiation, which causes it to fail to de-energise at the end of the intended exposure period; or
- b) Equipment used in fixed or mobile industrial radiography or gamma irradiation, which causes a radioactive source to fail to return to its safe position by the normal means at the end of the intended exposure period.

(2) In this paragraph, 'radiation generator' means any electrical equipment emitting ionising radiation and containing components operating at a potential difference of more than 5 kV.

Breathing Apparatus

12. The malfunction of breathing apparatus:

- a) Where the malfunction causes a significant risk of personal injury to the user; or
- b) During testing, immediately prior to use, where the malfunction would have caused a significant risk to the health and safety of the user had it occurred during use other than at a mine.

Diving Operations

13. The failure, damaging or endangering of:

Any life support equipment, including control panels, hoses and breathing apparatus; or

The dive platform, or any failure of the dive platform to remain on station which causes a significant risk of personal injury to a diver.

14. The failure or endangering of any lifting equipment associated with a diving operation.

15. The trapping of a diver.

16. Any explosion in the vicinity of a diver.

17. Any uncontrolled ascent or any omitted decompression which causes a significant risk of personal injury to a diver.

Collapse of Scaffolding

18. The complete or partial collapse (including falling, buckling or overturning) of:

- a) A substantial part of any scaffold more than 5 metres in height;
- b) Any supporting part of any slung or suspended scaffold which causes a working platform to fall (whether or not in use); or
- c) Any part of any scaffold in circumstances such that there would be a significant risk of drowning to a person falling from the scaffold.

Train Collisions

19. The collision of a train with any other train or vehicle, other than a collision reportable under Part 5 of this Schedule, which could have caused the death, or specified injury, of any person.

Wells

20. In relation to a well (other than a well sunk for the abstraction of water):

- a) A blow-out (which includes any uncontrolled flow of well-fluids from a well);
- b) The coming into operation of a blow-out prevention or diversion system to control flow of well-fluids where normal control procedures fail;
- c) The detection of hydrogen sulphide at a well or in samples of well-fluids where the responsible person did not anticipate its presence in the reservoir drawn on by the well;
- d) The taking of precautionary measures additional to any contained in the original drilling programme where a planned minimum separation distance between adjacent wells was not maintained; or
- e) The mechanical failure of any part of a well whose purpose is to prevent or limit the effect of the unintentional release of fluids from a well or a reservoir being drawn on by a well, or whose failure would cause or contribute to such a release.

Pipelines or Pipeline Works

21. In relation to a pipeline or pipeline works:

- a) Any damage to, accidental or uncontrolled release from or inrush of anything into a pipeline;
- b) The failure of any pipeline isolation device, associated equipment or system; or
- c) The failure of equipment involved with pipeline works
- d) Which could cause personal injury to any person, or which results in the pipeline being shut down for more than 24 hours

22. The unintentional change in position of a pipeline, or in the subsoil or seabed in the vicinity, which requires immediate attention to safeguard the pipeline's integrity or safety.

The incidents listed are reportable for either onshore and offshore pipelines or pipeline works. The following types of pipeline are not covered by these requirements:

- A drain or sewer
- Any pipe used to provide heating or cooling, or for domestic purposes
- A pipe used in the control or monitoring of plant
- A pipe used for the conveyance of air, water-vapour or steam
- A water pipe, other than when used for the purposes of injecting water into an underwater well or reservoir containing mineral resources
- A pipeline contained wholly within the premises of a single undertaking
- A pipeline contained wholly within a caravan site
- A pipeline contained wholly within land classes as a railway asset
- Any part of a gas-supply pipeline which is downstream of an emergency control

Structural Collapse

23. The unintentional collapse or partial collapse of:

- a) Any structure, which involves a fall of more than 5 tonnes of material; or
- b) Any floor or wall of any place of work
- c) Arising from, or in connection with, ongoing construction work (including demolition, refurbishment and maintenance), whether above or below ground.

24. The unintentional collapse or partial collapse of any falsework.

Explosion or Fire

25. Any unintentional explosion or fire in any plant or premises which results in the stoppage of that plant, or the suspension of normal work in those premises, for more than 24 hours.

Release of Flammable Liquids and Gases

26. The sudden, unintentional and uncontrolled release:

- a) Inside a building
 - of 100 kilograms or more of a flammable liquid;
 - of 10 kilograms or more of a flammable liquid at a temperature above its normal boiling point;
 - of 10 kilograms or more of a flammable gas; or
- b) In the open air, of 500 kilograms or more of a flammable liquid or gas.

Hazardous Escapes of Substances

27. The unintentional release or escape of any substance which could cause personal injury to any person other than through the combustion of flammable liquids or gases.

Latest Review Dated

28 October 2020

Signed By

Managing Director



Gary Venner