

Accident Reporting/ Near Misses/First Aid

Accidents

All accidents, incidents and near misses should be reported.

We are legally obliged to report all accidents, whether the accident is minor or serious. We are also obliged to report damage to property and near misses. We report and record accidents to enable us to investigate them and hopefully prevent such occurrences from happening again in the future. The reporting of accidents also allows us to identify any unwanted trends that may be developing and allows us to put in place the appropriate measures to address this.

To report an accident please use the online form found on this page, once you have completed this form it will automatically be sent to the health and safety team for further investigation.

In addition, under the RIDDOR 2013 regulations, we are required to report to the Health and Safety Executive any of the following examples if they are work related:

The death of any person

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

Specified injuries to workers;

- 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:
 - any accident that leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

RIDDOR incidents will be reported to the HSE as appropriate, our HR team will also assist the H&S manager by informing them of any accident at work that has led to a member of staff being incapacitated for 7 consecutive days or more. They will also inform the H&S manager of accidents that lead to a worker being incapacitated for more than 3 days for recording purposes.

First Aid (in accordance with Health and Safety First Aid Regs 1981)

The 3 main benefits of first aid are:

- Preservation of life
- Prevention of deterioration
- Treatment of minor injuries

You can use the Listed First Aiders document on this page to familiarise yourself with your nearest first aider, the list can also be found on the health and safety notice board outside the SCR. Should you need to, you can also call reception on 555 who will arrange for a first aider to be sent to you. In addition all Bouygues reception and security staff are trained first aiders should you need assistance outside of normal office hours.

SOAS also has Automated External Defibrillators onsite, the names of individuals trained in the use of AEDs can be found on the first aid list.