

# ACCIDENT INVESTIGATION

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## AIMS OF SECTION

- ▶ To maintain a record of all accidents that occur on the premises.
- ▶ To provide the basic structure for the investigation of the accident.
- ▶ To help identify any remedial action that is required to prevent further accidents of a similar nature.
- ▶ To record the action taken to prevent a similar accident.

## INSTRUCTIONS

- ▶ Each time there is an accident, the accident book must be completed. In addition, the **FORM 1: ACCIDENT INVESTIGATION** should be copied and completed.
- ▶ Accident investigations should be reported to the hotel Health and Safety Committee.
- ▶ The committee should record accidents by department and cause.
- ▶ Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) in the UK and local legislative requirements in non-UK hotels, certain accidents must be notified to the Enforcing Authority by the person specified in the Health and Safety Policy **in Section 1 of this Manual**.

### UK:

You need to report:

- deaths
- major injuries
- accidents resulting in over 3 days off work
- diseases
- dangerous occurrences

### Death or major injury

If there is an accident connected with work *and*:

- your employee, or a self-employed person working on your premises is killed or suffers a **major injury** (including as a result of physical violence); or
- a member of the public is killed or taken to hospital;

you must notify the Enforcing Authority **without delay**. You can either telephone or complete the appropriate form at [www.riddor.gov.uk](http://www.riddor.gov.uk).

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## **Reportable major injuries are:**

- fracture other than to fingers, thumbs or toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

## **Over-three-day injury**

If there is an accident connected with work (including an act of physical violence) and your employee, or a self-employed person working on your premises, suffers an over-three-day injury you must report it to the Enforcing Authority within ten days.

An over-three-day injury is one which is not major but results in the injured person being away from work or unable to do their normal work for more than three days (including any days they would not normally be expected to work such as weekends, rest days or holidays) not counting the day of the injury itself.

## **Disease**

If a doctor notifies you that your employee suffers from a reportable work-related disease then you must report it to the enforcing authority.

## **Dangerous occurrence**

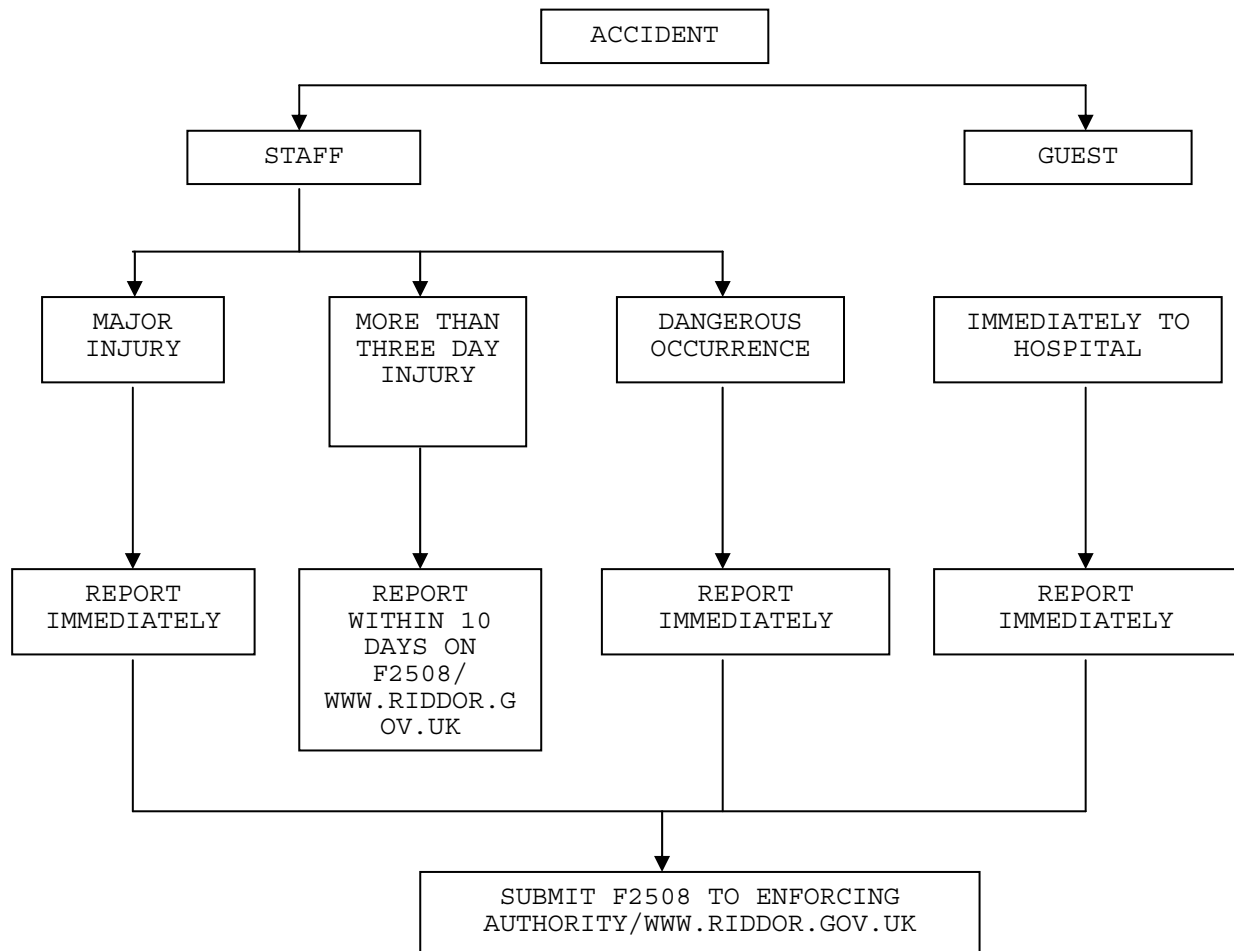
If something happens which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence that must be reported immediately.

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Details of reportable diseases and dangerous occurrences are available at [www.riddor.gov.uk](http://www.riddor.gov.uk)

## RIDDOR FLOW DIAGRAM



### European, Middle East, Asian Hotels

A copy of the local legal requirement for reporting accidents should be filed in the manual and records must be available in order to demonstrate compliance with the law.

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## FORM 1: ACCIDENT INVESTIGATION FORM

Accident report number		
Date of accident		
Time of accident		
Name of person who suffered accident		
Status of victim (eg. employee, guest, contractor, visitor)		
Name of person carrying investigation		
Date of investigation		
Description of incident (including location, witnesses and circumstances surrounding accident)		
Actual or possible causes of the accident		
Remedial action	By whom	By when
Have details of the accident been placed into the accident book?		
Is the accident reportable to local enforcing authority?		
If "yes", has it been reported and how?		
Date remedial work completed		
Signature of person investigating		