JJ Cleaning Services

Part of JJ Group UK LTD

Accident & RIDDOR Policy

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Introduction

- The Health and Safety (First-Aid) Regulations 1981 set out the essential aspects of first aid that employers must address, to support anyone who is injured or becomes ill at work

- JJ Cleaning Services part of JJ Group UK LTD will ensure that there is adequate and appropriate first aid provision provided for anyone who could be affected by our undertaking

- The Management of Health and Safety at Work Regulations 1999, regulation 5, requires employers to plan, organize, control, monitor and review their health and safety arrangements. Health and safety investigations form an essential part of this process.

- RDDOR regulations mean that certain accidents need to be reported immediately. These are timebound and require the Site Safety Team and H&S Director to be made aware immediately. RIDDOR also links in with HR regarding staff injured / occupational diseases.

Roles & Responsibilities

Site Safety Team

- Ensure colleagues have access to this policy
- Assign Health and safety officers to advise & support Principals
- Provide advise and report to the Risk and audit committee.

Site Safety Team and H&S Officers (SST & HASO)

- Complete the annual first aid needs assessment
- Collaborate with Department Leads & First Aid Leads
- Provide site specific reports to H&S Committee & Leadership
- Immediate action if RIDDOR reportable (Duty of both Site Manager and SST & HASO)
- Swift review / investigation of accidents (Duty of both Site Manager and SST & HASO)

The Site Manager

- Appoint an adequate and appropriate number of first aiders (see needs assessment)
- Appoint a first aid lead or appointed person who will oversee first aid for the site •Ensure first aider training is adequate and appropriate (see needs assessment)
- Ensure staff are aware of first aid processes.
- Immediate action if RIDDOR reportable (Duty of both Site Manager and SST & HASO)
- Swift review / investigation of accidents (Duty of both Site Manager and SST & HASO)
- Ensure site staff, undertake such risk assessments as required for offsite and onsite activities that may increase the need, and timings for first aid provision and ensure control measures and the relevant first aid provision is provided.

First aid lead or appointed person

- Ensure adequate & appropriate appointed person(s) / first aiders
- Ensure an adequate supply of medical materials & equipment
- Check first aid kits are adequately stocked and contents are in date
- Maintain first aid equipment & ensure current (i.e., defibrillators, adrenaline auto injectors)
- **IF** hospital / medical treatment has been received because of injuries or illness sustained then: Immediately notify the site manager and SST & HASO (could be

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RIDDOR), Complete an accident/ incident form (SST & HASO)

- Maintain first aider lists
- Track first aider training
- Collaborate with Human Resources and Site Safety on first aider training
- Ensure all record keeping is correctly maintained
- Follow the medical needs policy
- Collaborate / co-ordinate with appointed person(s) & first aiders

Appointed person(s) / first aiders

- Take the lead when someone is injured or ill
- Assess the situation
- Ensure adequate and appropriate first aid is received
- Contact 999 / 112 when appropriate
- If first aider ensure your training is current
- Communicate with site manager and SST & HASO
- Send staff home to recover, where necessary
- Maintain records & complete appropriate forms
- Follow the medical needs policy
- Ensure adequately stocked and up to date first aid kits
- **IF** hospital / medical treatment is required, then Immediately notify the site manager and SST & HASO

All staff

- Obtain first aid for selves & others as required
- Timely completion of forms, witness statements & investigations
- Complete risk assessments for all services completed
- Disclose relevant medical conditions to HR & where needed the First Aid Lead
- All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

First person onsite – actions

- Assess the situation
- Safeguard yourself and others from any danger

- <u>IF potentially life threating / serious injury then phone 999:</u>
    - Remain with the casualty, if safe to do so ○ Send someone to summon a first aider

- <u>IF minor injury / illness:</u>
    - Send them to first aid / appointed person, or accompany them if safer to do so. The appointed person / first aider will take the lead once attending.

HR – actions

- There are reportable occupational diseases & over 7 day injuries that may be relevant to some staff. HR to flag once aware of disease, injury or related absence over 7 days.

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Accident types, investigations and forms

Near Misses

- Report via the support Help Desk by staff
- Recorded, reviewed, and action taken by SST & HASO
- Major near misses should be cross referenced with RIDDOR by the SST & HASO, in case they are a reportable dangerous occurrences

First aid

- Existing medical reasons & all = record on HR system
- Maintain tally of types of first aid
- Lead first aider provides monthly tally to SST & HASO
- SST & HASO maintains an overview
- **IF** hospital /medical treatment received – notify the site manager and SST & HASO

Accident / Incident forms & investigations

- **IF** hospital / medical treatment received – complete an accident form
- **IF** accident could be the fault of the academy – complete an accident form
- **IF** unsure compete an accident form
- Provide Accident forms to SST & HASO
- Accident forms reviewed by the SST & HASO
- Investigations completed where required
- Take action to prevent future incidents where possible

RIDDOR Reporting (urgent and legally timebound)

Accidents – that required hospital/ medical treatment

- **IF** hospital /medical treatment received – first aider notifies the site manager and SST & HASO immediately
- the site manager and SST & HASO – review details immediately
- Check HSE guidance for RIDDOR & specifically HSE advice on RIDDOR

HR notifiable conditions

- **IF** notified of any reportable occupational diseases (SEE HSE RIDDOR guidance)
- **IF** due to an accident staff are absent / unable to perform normal work duties for more than seven consecutive days (not counting the day of the accident).
- **IF** either of the above points are true, HR to immediately notify the relevant site manager and SST & HASO

Reportable dangerous occurrences

- Major near misses should be cross referenced with RIDDOR by the SST & HASO, in case they are a reportable dangerous occurrence

IF reportable, then immediately:

- Obtain all relevant information,
- Complete accident form
- Obtain witness statements
- Conduct investigation
- Relay info to: SST & HASO

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- Do not assume emails picked up – check this is being actioned
- Complete RIDDOR reports online and retain a copy – file with accident form

Useful Information

- HR Portal: www.JJCleaningServicesuk.sharepoint.com/sites/HR-Portal
- Site Safety Team Email Address: Site.Safety@JJCleaningServices.uk
- Health & Safety Concerns: www.JJCleaningServices.uk/health-safety-overview

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