



BRADLEY DEMOLITION

Reporting of accidents & dangerous occurrences Policy

Certain injuries, dangerous occurrences and diseases are required by law to be reported to the Health & Safety Executive as per [The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995](#) (RIDDOR 1995) as amended.

The Company will investigate all accidents and near misses. Where the risk element is high, the Company will establish the immediate and underlying causes and, where reasonably practicable, recommend measures to prevent a re-occurrence. In all such circumstances, the safety consultant will be requested to attend site as soon as possible to carry out an investigation on the Company's behalf.

Accident Injury Reporting Procedures

Introduction

All work activities are covered by the said 1995 Regulations.

1. All employees and self-employed persons are included.

Scope of Regulations

1. Fatal Accidents
2. Serious injuries or acute illness
3. Accidents involving more than seven day's absence from work or from normal work duties.
4. Occupational diseases
5. Dangerous Occurrences
6. Gas Incidents

Internal Notification Procedures

1. Any accidents must be reported to the Site Supervisor on the Company Accident Report Form.
2. The Site Supervisor shall then investigate the incident and complete his part of the report form.
3. The report should then be passed to the Company Secretary/ Director.

External Notification Procedures

Any accidents or dangerous occurrences in the scope of the above schedule to be reported to the Health and Safety Executive via [Form 2508](#) through the correct channels by:

1. Internet: www.riddor.gov.uk
2. Telephone: 0845 300 9923
3. Fax: 0845 300 9924
4. Email: riddor@natbrit.com

The persons responsible for investigation of the accident are the Managing Group.

Persons responsible for ensuring the accident record book is kept up to date are the Managing Group.

The accident book is located in the main office.

Fire and Emergency Arrangements

Fire risk prevention will follow the requirements of the [Construction \(Design and Management\) Regulations 2015](#) and The [Regulatory Reform \(Fire Safety\) Order 2005](#). The Office Manager is responsible for ensuring the undertaking of Fire Risk Assessment at the office premises and will be recorded in accordance with the [Management of Health and Safety at Work Regulations 1999](#).

The risk assessment will be reviewed annually and/or when any changes have occurred that reflects any significant change in those conditions.

Arrangements will be made for:

- Communication with Emergency Services
- First Aid arrangements
- Firefighting capability
- Assembly arrangements
- Drills and exercises
- Inspection
- Maintenance
- Records

For further details reference must be made to the Company's Health and Safety Procedures Manual (OHSAS 18001 Manual) and the fire safety register.

The persons responsible for this section of the policy are the Managing Group.

Designated Fire Warden

The Managing Group are to jointly hold this function.

Fire extinguishers

- The fire warden(s) noted above are responsible for ensuring fire extinguishers are on site and in company vehicles (where applicable) and are checked annually. This is carried out with constant information relating to these matters being relayed from the site supervisors and/or the designated vehicle drivers.

Fire action plan

- All fire action plans within the office are the responsibility of the Company's fire wardens.
- All fire action plans on site are the responsibility of the Site Supervisor.
- All fire alarms are to be tested quarterly by the designated fire warden or Site Supervisor.

Occupational Health Surveillance

Under Regulation 5 of the aforementioned 1999 Regulations, every employee will be consulted and arrangements made regarding health surveillance, particularly when other statutory instruments require such health surveillance (e.g. the [Control of Lead at Work Regulations 2002](#) (CLAW) and [The Control of Asbestos Regulations 2012](#) (CAR). Annual surveillance will be required when working with or using lead and/or its compounds, work with asbestos containing materials (ACM's.). All operatives exposed to noise and vibration will be tested periodically.

The Company will ensure that employees working with or designated as users of display screen equipment will be ergonomically assessed and appropriate eye tests will be arranged. These tests and examinations will be carried out in accordance with the [Display Screens Equipment Regulations 2002](#).

The Company will ensure that any employee requiring or requesting an assessment, medical and or health surveillance will be assessed and if required appropriate arrangements made. Employees working under the requirements of specific statutory provision that requires health surveillance will automatically receive the appropriate surveillance and or medical examination. The Director will be responsible for making such appropriate arrangements; the health and safety consultants will assist by giving appropriate advice and guidance. All health surveillance records will be kept in personal files for confidentiality and with the appointed medical advisor in terms of the Data Protection Act 1998.

The persons responsible for ensuring health surveillance is carried out are the Managing Group.



Signed:

Andrew Hill - Director

Date: 07/12/2022