

**RIDDOR policy** *Health & Safety*

**Reporting of Injuries, Diseases and Dangerous Occurrences Regulations**

The Directors at The Teignbridge Community Project are responsible for ensuring that those benefiting from us or working with us are not harmed in any way. The Directors of The Teignbridge Community Project have a legal duty to act prudently, and this means that they must take all reasonable steps within their power to ensure that no one is harmed. It is particularly important where beneficiaries are vulnerable persons or children in the community.

This policy applies to all those involved in The Teignbridge Community Project, including, but not exclusively, administrators, volunteer drivers, parents, young people, and third party suppliers.

Health and Safety Policies Accident Reporting Policy - **RIDDOR**

**Introduction:** The aim of this policy is to describe the action to be taken by employees in response to:

* major injuries,
* dangerous occurrences,
* minor injuries,
* other incidents,
* near misses,
* and occupationally acquired diseases.

**Policy Statement:** The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 require certain categories of injury, disease or dangerous occurrence to be reported to the Health and Safety Executive (HSE) within specified times of their occurrence. Reports must be made to Colette Palmer or Anna Lofthouse on a completed Accident/ Incident Report Form. The decision on whether to make a statutory report to the HSE, will be made on behalf of EMA by the Directors at The Teignbridge Community Project.

Full and prompt completion of an Accident / Incident Report Form is essential so that Employ My Ability (EMA) can make any necessary statutory reports to the HSE, monitor and review incidents, and take action if necessary. Note: The form also satisfies legislation for employees to notify their employer of all accidents at work. Following a major injury to an employee or a dangerous occurrence as defined in the Regulations, the Directors will make a report to the local HSE office. Accidents to visitors, which arise out of or in connection with work and which result in them being taken to hospital for treatment, may need to be reported to HSE in the same way. Colette Palmer or Anna Lofthouse must also make a report to the HSE if an employee, after an injury at work, is absent from work or unfit to carry out their normal duties at work for more than seven consecutive days. In this case, the report must be made, in writing, within 15 days of the accident. Further information may sometimes become available after an Accident/Incident Report Form has been submitted (e.g. an employee may be subsequently unfit for work for more than 7 consecutive days, or a seemingly minor injury may later require medical treatment). In such cases, Colette Palmer or Anna Lofthouse must be notified as soon as possible so that a report to the HSE can be made if necessary. Copies of reports to the HSE are made available to the recognised trades unions, according to the requirements of the Safety Committees and Safety Representatives Regulations 1977. Colette Palmer or Anna Lofthouse should routinely investigate all accidents or incidents where reporting to the HSE is required, and will also investigate some others, even where minor injuries or less serious incidents are involved.

**Non Compliance:** All employees have a role to play in enforcing the policy and are required to deal with any observed or reported breaches. Should employees feel apprehensive about their own safety in regard to addressing any breach, they should seek support from the Directors. Failure to comply with this policy may lead to a lack of clarity over job role, learning needs or expected standards of performance, resulting in reduced effectiveness or efficiency, underperformance and putting service delivery at risk. Any member of staff refusing to observe the policy will be liable to disciplinary action in accordance with the Company’s Disciplinary Policy up to and including dismissal. Implementation of the Policy Overall responsibility for policy implementation and review rests with EMA Senior Management. However, all employees are required to adhere to and support the implementation of the policy. EMA will inform all existing employees about this policy and their role in the implementation of the policy. They will also give all new employees notice of the policy on induction to EMA. This policy will be implemented through the development and maintenance of procedures for appraisals and one-to-one meetings, using template forms, and guidance given to both managers and employees on the process.

**Monitoring Policy**: The policy will be monitored on an on-going basis, monitoring of the policy is essential to assess how effective the Company has been.

**Reviewing Policy**: This policy will be reviewed and, if necessary, revised in the light of legislative or codes of practice and organisational changes. Improvements will be made to the management by learning from experience and the use of established reviews. Policy review date: **?**

**Policy Amendments**: Should any amendments, revisions, or updates be made to this policy it is the responsibility of the Company Directors to see that all relevant employees receive notice. Written notice and/or training will be considered.

**Additional Information**: If you require any additional information or clarification regarding this policy, please contact Colette Palmer or Anna Lofthouse. In the unlikely event where you are unhappy with any decision made, you should use the Company's formal Grievance Procedure. To the extent that the requirements of this policy reflect statutory provisions, they will alter automatically when and if those requirements are changed.

**Appointed People**

***Appointed people*** should be made known to staff, volunteers and clients alike; as the designated people to whom concerns should be addressed. **The appointed people at The Teignbridge Community Project are:**

**Colette Palmer Contact number: 07790930938**

or **Anna Lofthouse Contact number: 07445158419**

Reviewed: 2024

Next Review: 2026

**Important Information:**

Please ensure employees are aware and read this policy prior to commencing employment at The Teignbridge Community Project. Paper copies are available.

Employees must sign the Policy Training Schedule once they have read and understood this policy.

Employees must refresh on their knowledge of this policy, every 12 months. Thank you.

*Signed:* ……………………………………………………………………….. *Date:* ………………..

 **Anna Lofthouse, co CEO, The Teignbridge Community Project**

*Signed:* ……………………………………………………………………….. *Date:* ………………..

 **Colette Palmer, co CEO, The Teignbridge Community Project**