

ACCIDENT & INCIDENT REPORTING

REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURANCES (RIDDOR)

As the responsible person you have the legal obligation to ensure that these instructions are followed in the event of an incident or accident to a member of the staff, the public, volunteers and or participants that are involved with Anthony Nolan activities.

Please email the Anthony Nolan Health and Safety team:

healthandsafety@anthonynolan.org to report the accident/incident. Give as much information as possible about the incident. Do not offer comment to media: if asked, take media contact details and feed them to the press contact, using the holding statement.

'I am aware that an incident has occurred today at [name of event/place] but I do not have any further details at this stage. Anthony Nolan is currently looking into the circumstances and we will be responding to enquiries as soon as we have accurate information to share. Please may I take your details to pass onto our team who will be in touch as soon as possible?'

PROCEDURE FOR MINOR INJURIES

Minor injuries/accidents include:

- Fainting
- Cuts & grazes (not requiring stitches)
- Minor trips and falls (not involving a knock to the head)

What you must do in the case of minor injuries or accidents:

- Complete the accident/incident form
- Send a copy of the completed form to our Health & Safety Team within 24 hours
healthandsafety@anthonynolan.org
- Keep a copy for your own files

PROCEDURE FOR MAJOR INJURIES, ACCIDENTS OR DEATHS

Major injuries/accidents include:

- Fracture, other than to fingers, thumbs and toes
- Amputation
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)
- 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

What you must do in the case of major injuries, accidents or deaths

- Complete the relevant accident/incident form
- Inform our out of hours emergency support line by telephone **07921062108**
- Send a copy of the completed form to our Health & Safety Team mailbox
healthandsafety@anthonynolan.org
- Keep a copy for your own files Anthony Nolan's Health & Safety Team will follow up regarding the accident/incident and if necessary contact you for further information. They will also ensure that the accident/incident is reported to the HSE if necessary.