



## Accident Reporting Procedure

This document is part of North Yorkshire Police policy to which all Chief Constable personnel and the functions provided by the Deputy Mayor for Policing as part of the York & North Yorkshire Combined Authority are required to adhere.

### Procedure Statement

1.1 North Yorkshire Police will report all accidents, diseases and dangerous occurrences to comply with the requirements of the Social Security (Claims and Payments) Regulations 1979 and the Reporting of Injuries, Diseases & Dangerous Occurrence Regulations 1995 (RIDDOR 95).

1.2 In addition to the legal reporting requirements all accidents, near misses, dangerous occurrences and ill health associated with work will be reported to assist the identification of risks and allow investigation of serious incidents.

1.3 All staff and officers must report all injuries promptly within 24 hours. This includes injuries sustained whilst working within the estate, travelling for business or when working from other agile working locations such as at home or other parts of the estate which are not their normal place of work. Accidents from agile locations such as home working should be reported when they have occurred due to activity associated with work. North Yorkshire Police have the same health and safety responsibilities for people regardless of their location and will take reasonable steps to make sure workers have a safe place to work.

1.4 These responsibilities include maintaining procedures and processes to report accidents and near misses while engaged in normal expected work activities in the estates, when travelling for business or when agile working.

1.5 Any agile workers must have completed a home working risk assessment with their line manager that identifies whether their environment is suitable and safe for the duties they need to undertake. Other assessments, such as DSE assessments are required in addition to any personal assessment which needs to be undertaken. NYP will provide suitable and sufficient work equipment such as Display Screen Equipment.

1.6 The NYP Accident reporting system is the same regardless of your workplace; it will be accessible via online reporting from anywhere you are connected from and must be used to report accidents and near misses just as if you were back in your normal workplace.

1.7 Accidents to non-employees, resulting from North Yorkshire Police work activities, will also be recorded and reported by the persons with the responsibility for the supervision of non-employees.

1.8 We share our spaces with other organisations such as the fire and rescue service. For any shared location, the owner of the premises carries the duty to ensure the facilities are safe, but we all have a duty to report issues and incidents wherever we are. You therefore must report accidents in shared premises in the same way.

## Overarching Policies

Health and Safety Policy

## Process

### 2. Implementation and Monitoring

2.1 Each District Commander and Departmental Manager is responsible for the implementation of this process and for ensuring subsequent compliance. This should include ensuring new employees are made aware of the requirements as part of their induction. All levels of management and supervisors are also responsible for ensuring that the process is observed at the local level.

2.2 To ensure consistent and effective implementation and adherence to the process, the organisation will support staff, officers and managers to comply, but reserve the right to instigate formal measures, up to and including disciplinary action for anyone who deliberately or consistently fails to observe the provisions of the process.

2.3 NYP recognises that active workforce participation in managing safety leads to large reductions in accident rates. You should always discuss any issues with your line manager or appropriate person in authority and where appropriate, take responsibility yourself to resolve issues. At all stages, please consider the benefits of involving either of our recognised trade unions, Police Federation or Unison safety representatives. Safety reps' rights and functions include a legal right to: Represent employees in discussions with the employer on health, safety or welfare and in discussions with HSE or other enforcing authorities; investigate hazards and dangerous occurrences; investigate complaints; carry out inspections of the workplace and inspect relevant documents; attend safety committees; be paid for time spent on carrying out their functions, and to undergo training. The argument for greater and better-informed employee participation in health and safety is irrefutable.

### 3. Introduction

3.1 The Social Security (Claims and Payments) Regulations 1979 require the reporting of **ALL** personal injuries suffered by employees and visitors at work. The Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995 (RIDDOR), require the reporting of certain specified **work-related** accidents, diseases and dangerous occurrences to the HSE.

#### 3.2 Who/What Do the Regulations Apply To?

If there is an **accident** connected with work involving any of the following:

- an employee (including Special Constables)
- any person contracted directly or through a third party working on our premises or using our vehicles or equipment.
- a student e.g. on work placement

- a non-employee affected by or injured by a police work activity, or a work activity carried out on police premises, or otherwise injured whilst on police premises.
- If an employee engaged in a specified activity is diagnosed by a doctor as suffering from a **specified occupational disease**.
- If a **Dangerous Occurrence** (as specified by the regulations) occurs on NYP premises or as a result of NYP work activities.

### 3.3 Why do we report?

The reporting of accidents, dangerous occurrences and ill health associated with work activities is a legal requirement. The reported information enables the Health and Safety Executive and employers to identify where and how risks arise and to investigate serious accidents, incidents and ill health. The regulations apply to **all work activities**.

## 4. Accident Reporting Procedure

### An accident has occurred, what do I need to do?

4.1 It is important to report the accident at the earliest opportunity after it has occurred. Click on the electronic accident form on [Accident and Near Miss Reporting](#) and complete the details requested. Click on Submit and the form will automatically be sent to the Line Manager / Supervisor and to Health and Safety. The Line Manager / Supervisor are then required to complete their section on the form.

4.2 In cases where an injury arises out of and in the course of work, the accident form must be completed by the injured/affected person (or their immediate supervisor, if they are so incapacitated to render completion of the form impossible). **THE FORM MUST BE COMPLETED BEFORE THE END OF DUTY/WORK**. The supervisor must ensure that the form has been correctly completed and complete the investigation and endorse the final section with any relevant remarks.

4.3 The accident form should be completed for **all** work-related accidents.

4.4 Health and Safety Dept will forward all accident reports, they will then have to select which accidents are reportable to the Health & Safety Executive (HSE) under the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995 (RIDDOR 95) For those incidents which you are unsure about, please do not hesitate to contact the [Health and Safety Dept](#)

## 5. Accidents to non-employees

### 5.1 On Police Premises

- The person with responsibility for the supervision of the non-employee must complete the accident form.

### 5.2 Non-Police Premises/Public Places

The Officer at the scene must obtain details of the injured person(s) and record in pocket notebook. The following details must be obtained and recorded:

- Name of injured person

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- Address
- Date of birth
- Contact phone number
- Location of incident
- Brief description of the incident (include details of injuries)
- Details of witnesses
- If injured person taken to hospital from the scene

The Officer must complete the accident form upon return to home station/NYP premises and before the end of duty.

The supervisor must ensure that the form has been correctly completed and endorse the final section with any relevant remarks.

5.3 If the accident involves:

- a) an employee, or self-employed person working on NYP premises who is killed or suffers a major injury; or
- b) a member of the public e.g., visitor to a police station, is killed or taken to hospital from the scene.

The supervisor must notify the Health and Safety Dept as soon as possible by telephone directly or through Force Control - in order that the Health and Safety Executive is notified. If the accident occurs out of normal office hours, then the HSE should be contacted by the Police Officer / Police Staff attending the incident and Health and Safety contacted at the earliest opportunity.

## 6. Reporting to the Health and Safety Executive

6.1 If an accident connected with work occurs and;

- a) an employee, or self-employed person working for NYP is **killed** or suffers a **major injury**;  
or
- b) member of the public e.g., visitor to a police station, is killed or taken to hospital from the scene.

[Reportable incidents - RIDDOR - HSE](#)

The Officer / Police Staff must **immediately** notify the following

- Health and Safety Executive – All RIDDOR criteria reportable incidents can be reported online but a telephone service is also provided for reporting fatal/specified incidents only - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).
- Health and Safety Dept
- District Commander

6.2 Within 10 days the Health and Safety Dept must ensure that a copy of the RIDDOR Report form is submitted electronically to the Health and Safety Executive

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6.3 If an accident connected with work occurs (including as a result of an act of physical violence) and an employee, or self-employed person working on NYP premises, suffers an **“over-seven-day incapacitation” injury**, the Health and Safety Dept must complete and submit a RIDDOR form to the Health and Safety Executive within 10 days.

**Definition of “Over-seven-day incapacitation” injury**

An injury which results in a person being incapacitated from normal work for more than 7 consecutive days, not counting the day of the accident, but including any days which are not normal working days.

Please note an “over-seven-day injury” does not necessarily require sickness absence. If a person is put onto light duties i.e., unable to carry out their normal work activities, this is classed as incapacitated for the purposes of this procedure.

In the case of Special Constables who often do not work as frequently as Police Officers, they will need to be questioned as to whether or not they **would have been** fit for normal duty following their accident.

6.4 The accident form should be forwarded to the relevant staff association office for those accidents that have been reported to the Health and Safety Executive where the injured party has given approval.

6.5 Where the injured party has refused for their details to be forwarded to staff associations, Health and Safety will notify the relevant staff association of the incident using an anonymised version of the accident form.

## **7. Additional Information**

### **7.1 Alleged Injuries not reported at the Time of Occurrence**

Where an individual alleges an injury in connection with work, which was not reported at the time of the occurrence, their immediate supervisor will be required to prepare a report giving the reasons why the injury was not reported promptly. The report must include the names of any available witnesses and a copy of the pocketbook entry (police officer/traffic warden) or work diary entry (police staff) for the day of alleged accident.

The report and completed accident form should be forwarded to Health and Safety Dept.

Upon receipt and consideration of the report, the Health and Safety Dept will determine if the accident will be recorded formally as a work-related accident.

Appropriate procedures should be followed if the accident is required to be reported to the Health and Safety Executive.

### **7.2 Accidents Which Occur Away from Home Station/Usual Place of Work**

If an accident occurs away from normal place of work/home station, the injured person must;

- 1) Make a record of the accident, including names and addresses of available witnesses.

2) Report the accident to the site/station/premises management.

3) As soon as possible (before the end of duty/work) notify their home station/usual place of work of the accident. Accidents should be reported to their usual supervisor, who will be required to complete the accident form in the normal manner following notification.

### 7.3 What is a dangerous occurrence?

An incident which does not necessarily result in a reportable injury, but clearly could have done. The below link details reportable dangerous occurrences.

[Dangerous occurrences - RIDDOR - HSE](#)

### 7.4 A Dangerous Occurrence has occurred (on NYP premises, or elsewhere as a result of NYP work activities), what do I need to do?

Staff at the scene must notify supervisors and the Health and Safety Dept immediately and complete the accident form. Consideration should be given to preserving the scene – if unable to preserve ensure suitable record/evidence obtained.

## 8. Reporting Cases of Disease

8.1 If the supervisor receives written diagnosis from a doctor e.g. via a medical certificate, of a specified occupational disease and the ill employee's current job involves a specified work activity, the supervisor should forward the details immediately to the Health and Safety Dept. The Health and Safety Dept will report the disease to the Health and Safety Executive on the required form.

[Occupational diseases - RIDDOR - HSE](#)

[Exposure to carcinogens, mutagens and biological agents - RIDDOR \(hse.gov.uk\)](#)

## 9. Injuries to Members of the Public

9.1 A member of the public may suffer an injury as a result of police actions. Such an injury would be reportable to the HSE under RIDDOR 95 if:

- It resulted from an **accident**; and
- The accident arose out of, or in connection with the work of the police; and
- The injured person dies or is taken from the site of the accident to hospital.

9.2 You must therefore judge whether the injury was sustained as a result of an accident. Under the regulations an injury to a member of the public resulting from deliberate police action directed at that individual e.g., during arrest or self-defence, would not be regarded as arising from an accident, and hence would not be reportable. However, an injury to a member of the public may be reportable if it arises from an unintentional result of police actions. For example, police officers would not intend bystanders to suffer bites from police dogs as a result of their seeking to pursue and apprehend a suspect. Those events would be reportable if the injured person dies or is taken to hospital from the scene.

9.3 The reporting of injuries to members of the public is the responsibility of the organisation in charge/control of the premises where the accident occurs. Where an accident takes place outside NYP premises, such as a street, but in connection with the activity at the premises at that time i.e., policing, the organisation having control of the premises i.e. NYP would be required to report the accident. In cases where the police are present on someone else's premises e.g., football club, then the person responsible for reporting the accident would be whoever is in overall control of the premises i.e., football club. In such circumstances NYP would have a duty to liaise with the responsible person and pass on details of any reportable incidents they became aware of.

9.4 Is NYP responsible for reporting accidents where members of the public are injured at gatherings where there is public disorder? The considerations detailed above would apply, so that any accident which results in death, or the injured person being taken to hospital would need to have arisen out of, or in connection with, the work of NYP in order to be reportable. For example, if a person in a crowd is accidentally bitten by a police dog and injured, the accident would be reportable, whereas an accident where the injury is clearly unconnected with police crowd control operations would not be reportable e.g., 2 bystanders fighting with each other. Cases lying between the two would have to be judged depending on the circumstances.

## **10. Suicide**

10.1 Suicide is not included in the definition of an accident under RIDDOR 95, and so suicides in police cells are not reportable to the HSE. Any further information required, please refer to the Custody Standards Manual.

## **11. Road Traffic Collision**

11.1 Road traffic collisions (RTCs) are not subject to the requirements of RIDDOR 95 (such incidents are investigated under Road Traffic Legislation) and are therefore not reportable to the HSE. An accident form is still required to be submitted to the Health and Safety Dept as in all cases of injury on duty.

## **12. Officers Deliberately hit by a Vehicle**

12.1 Such an incident would be defined as an assault under RIDDOR 95 (not a Road Traffic Collision); as such would require reporting to the HSE if staff suffered an over seven-day injury or major injury as a result of the incident.

## **13. Accidents on Road/Roadside**

13.1 Notwithstanding the above, if an NYP worker suffers an over seven-day injury or a major injury under the following circumstances the injury is reportable to the HSE under RIDDOR 95:

- a) Exposure to any substance being conveyed by road; for example, a road traffic officer suffers gassing and acute illness as a result of exposure to a toxic substance spilled from a crashed tanker.
- b) Vehicle loading and unloading activities; for example, a traffic officer is knocked down by a passing motorist whilst unloading traffic cones.

#### **14. Sport Accidents (whilst on duty)**

14.1 Police Officers may participate in sport/ sports matches whilst at work. All injuries sustained during such activities should be recorded on the accident form.

Only those injuries which arise as a result of equipment/ premises defects or other work-related activities should be reported to the HSE. For example, if an officer sustains a broken ankle after landing awkwardly or as a result of a bad tackle by an opposing team member, the injury would not be required to be reported to the HSE under RIDDOR 95. If however, the officer slipped on a pool of water which had collected on the gym floor and sustained a broken ankle, the accident would be reportable to the HSE.

#### **15. Accidents to persons working on NYP premises i.e., contractors/self employed**

15.1 An accident form should be completed for all accidents to persons working on NYP premises.

15.2 The responsibility for reporting accidents which occur to employees' rests with the employer (whatever the accident location). For example, a reportable injury is sustained by an employee of 'Do It All' Company whilst working on NYP premises. 'Do It All' Company are required to report the accident to the HSE – not NYP.

15.3 In cases of accidents to self-employed persons working on NYP premises NYP are required to report those accidents to the HSE which meet the reporting requirements i.e., major injury/over 7-day injury. Thus, in such cases the Health and Safety Dept should notify the HSE in the normal manner.

#### **16. Accidents will be recorded on the electronic accident form**

16.1 The force is legally required to record all accidents which result from our policing activities – so as well as accidents to police officers & police staff, we must record all accidents to specials, visitors, prisoners, work experience staff **and anyone else injured via police work**. This includes members of the public who are accidentally injured through police activities e.g., a bystander who is affected by PAVA carryover. In this case the Officer at the scene must obtain relevant details of the injured person(s) and record the specified information within his/her pocket notebook. Upon return to your home station/usual place of work the accident must be recorded

#### **17. Injuries sustained to persons during arrest/use of force**

17.1 Injuries inflicted by a police officer during reasonable use of force are not required to be recorded on an accident form.

#### **18. Completing the accident form**

##### **18.1 Line Manager / Supervisor Guidance**

As a line manager/supervisor you have a responsibility for the safety of your staff. As such, you have a key role in the successful implementation of procedure.

Please note for the purposes of this procedure PSU/Officer Safety Training/Driver and District Training staff are defined as supervisors in those cases where an accident occurs during such training.



## **18.2 As a supervisor/line manager you will be required to:**

- 1) Ensure that all your officers / staff are aware of & comply with this procedure. In practical terms that means ensuring that all staff and persons under your control report all accidents promptly.
- 2) Check the completed forms to ensure that they are filled in correctly.
- 3) Complete Line Manager section of form.

## **18.3 When checking the completed forms**

Furthermore, the accident form is a formal document, which is required to be completed to assist the force in complying with Health & Safety legislation. As such the form must only contain factual information. It should not be used by the injured person(s) to detail opinions relating to potential civil claims i.e., litigation against the force. The Health & Safety Executive use the information which is supplied on the form to decide which accidents to investigate – so those forms which are written with a bias towards failures of the force are likely to receive investigation follow up. **DO NOT HIDE THE TRUTH**, however, you must check the form to ensure that the relevant facts are stated.

## **18.4 Forms which contain inaccurate/nonfactual information**

This should happen rarely, however should this occur, follow the guidance detailed below:

Keep a copy of the original form. You will then be required to speak to the person who completed the form and advise them that you do not accept the form as a true and accurate record of the incident – advise them of your justification for reaching this conclusion e.g., the form contains opinion rather than fact. You should then ask the person concerned to amend the form accordingly. Report in the normal manner, sending both forms and a short report detailing the circumstances/justification

## **18.5 Completing Line Manager section of form**

It is important that managers act promptly to prevent a recurrence of any accident/dangerous occurrence. The form requires you to provide detail/comment on the following issues:

### **18.5.1 Accident Investigation**

The purpose of accident investigation is to identify the direct and underlying causes of accidents in order to ensure that such accidents do not reoccur. The aim is to reduce the overall accident rate and improve safety performance through positive management initiatives.

In most cases the investigation can be carried out by the supervisor in consultation with the officers/staff concerned. The Health and Safety Department may conduct a follow up in-depth investigation. This would be the case in the following two circumstances:

- A trend has been identified.

- An injury categorised as “Reportable” under the RIDDOR Regulations has occurred and there may be foreseeable underlying causes that require further investigation The Health and Safety Department would utilise their knowledge and expertise to ascertain whether further investigation would be beneficial in each instance of a reportable injury.

In the above two circumstances an investigation would be conducted initially by the Health and Safety Department. Where deemed necessary and beneficial a local or senior investigation team may be utilised in conjunction with the local management and District Safety Representative, who also has statutory rights to inspect under the Safety Representatives and Safety Committees Regulations 1977, Regulation 6.

- Accident investigation should start as soon as possible after the occurrence and not be delayed because a witness or the injured person is not present.
- Team members should include a person nominated to head the team, a Health and Safety Representative, the local supervisor, an appropriate staff representative and, if not already on the team, a person with knowledge of the work activity that had been performed at the time of occurrence.
- For very serious occurrences, i.e., where a death or very serious injury occurs, additional people may become involved, the Health & Safety Manager, the Health & Safety Executive, the Coroner or the Force Insurers.
- It will be the responsibility of local management and Health & Safety Dept, to organise the calling in of any additional persons.

## **19. The Investigation**

19.1 Many accident enquiries are adequately conducted based on witness statements and documentary evidence. Occasionally expert witness evidence may be sought.

- Questioning should be impartial and objective. Opinion or hearsay not supported by evidence is irrelevant and should be excluded from written reports as it may be a source of unhelpful conflict later.
- The key contributory factor as to why the accident occurred should be identified and the underlying cause, which may include training etc. The recommendations for remedial action must include both.
- Recommendations resulting from accident investigation which have a local applicability should be clearly communicated to those concerned and a time scale for implementation agreed by the individual in charge of the investigation team.
- The Health & Safety Dept will ensure that matters with Force-wide implications are circulated and will monitor statistical data to ensure the remedial action taken is adequate and appropriate.

### **19.2 Immediate Action**

If appropriate, supervisors should ensure that the site of the incident is secure so as to prevent a recurrence. For example, a member of staff trips on a broken/uplifting paving slab on NYP premises. The area should be secured e.g., using cones/tape, then report the defect.

### **19.3 Further Action**

Identify in this section what further action is required e.g., “ensure repair work is carried out by Estates Dept”.

## 19.4 Further Comments

Any other issues/comments, which you feel, are relevant to the investigation or management action should be detailed here. For example, your investigation reveals that risk assessments have not been carried out for the activity that resulted in the accident.

In order to ensure that the Health and Safety Dept can report such accidents promptly line managers/supervisors play a vital role in notifying the Health and Safety Dept of those accidents, which require immediate reporting. In practical terms this means that line managers/supervisors will contact the Health and Safety Dept if the reported accident involves any of the following:

- 1) a NYP employee, or self-employed person working on NYP premises is killed or suffers a 'major injury'; or
- 2) a member of the public is killed or taken to hospital from the scene of the accident.

To ensure that you can identify the above accidents please familiarise yourself with the definition of a major injury – see below.

A **major injury** is defined as any of the following:

- fracture other than to the fingers, toes or thumbs
- any 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 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 it resulted from exposure to a biological agent or its toxins or infected material

## 20. Notification to the HSE

The Health & Safety Executive is not an emergency service and therefore is not routinely able to respond outside normal working hours. Normal working hours are 0830 – 1700 hrs Monday to Friday.

They do however maintain a duty officer system for **exceptional circumstances**.

The Health & Safety Executive consider that most reportable incidents can be investigated within normal working hours. As such North Yorkshire Police will generally report accidents which require immediate notification to the HSE during normal office hours. For example, if a member of staff receives a major injury on Sunday at 0900 hrs – the accident should be notified to the HSE by telephone on commencement of normal office hours Monday morning.

The types of exceptional circumstances, which may require out of hours notification to the HSE are:

A major incident (associated with NYP work activities) where the severity of the incident, or the degree of public concern, is so great as to require an immediate public statement from the HSE. For example:

- More than one fatality of an employee.
- Fatality or several serious injuries to members of the public.
- Serious accidents where it is impossible to retain physical evidence until normal working hours.

Generally, accidents involving single fatalities or serious injury to an employee should be notified during normal working hours.

Should you be required to contact the HSE out of hours i.e., exceptional circumstances ring the duty officer on 0845 3009923:

## **21. Accidents Upon NYP Premises to Non NYP Employees**

### **21.1 Reporting work related accidents to NYP**

In order to ensure that NYP are made aware of all hazardous situations and practices, non NYP staff are required to notify and record all work-related accidents (which occur on NYP premises) to NYP using the online accident form.

If you suffer an accident whilst working on NYP premises, you must report the accident immediately to a NYP supervisor/line manager. The supervisor will complete the accident form.

### **21.2 Reporting to Your Own Employer**

**Employers** are legally required to record work related accidents. If you suffer a work-related accident, you should also report the accident to your employer – your employer should have their own arrangements in place to record such accidents. Should your accident be reportable to the Health & Safety Enforcing Authority as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, the reporting duty rests with your own employer not NYP.

### **21.3 Self Employed Contractors**

If you are self-employed and your accident requires reporting to the Health & Safety Enforcing Authority as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995; NYP will report your accident. In order to ensure correct and prompt reporting please advise NYP supervision that you are self-employed when reporting accidents on the accident form.

### **22.4 Copies of accident forms for Safety Representatives**

Health and Safety will provide copies of all accident forms to the Federation or UNISON providing the injured person has ticked the consent box on the accident form.

<b>Document Administration</b>				
<b>Head of Function (Portfolio Lead):</b>		Leanne Consett, Head of People Services		
<b>Start Date of document:</b>		30/11/2022		
<b>Author &amp; role:</b>		Vicky Miller, Health and Safety Advisor		
<b>Extent of consultation:</b> Mandatory: Legal Services & Information Management. Key stakeholders as required including but not limited to UNISON, Risk & Assurance Staff Associations and Heads of Departments, Health & Safety.		Mandatory		
<b>Date of Equality and Human Rights Assessment:</b> <a href="#">EHRA guidance</a> (to be assessed at draft stage and each review)		Vicky Miller, Health and Safety Advisor, 25/09/2024		
<b>Date tested against the Code of Ethics:</b> <a href="#">Link to guidance</a> (to be tested at draft stage and each review)		Vicky Miller, Health and Safety Advisor, 25/09/2024		
<b>Checked against <a href="#">Authorised Professional Practice (APP)</a></b>		N/A		
<b>Date of approval by Portfolio Lead:</b>		24/09/24 Leanne Consett Head of People Services		
<b>Reviewer, role, and date completed:</b>		Vicky Miller, Health and Safety Advisor, 25/09/2024		
<b>Date of next review:</b>		24/09/2026		
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<b>Communication:</b> Force wide e-mail / Organisational News/ <a href="#">Organisational Learning Bulletin</a> .				
<b>Publication on NYP Website</b> (non-publication must be justifiable by the author, i.e. of operational significance)		OFFICIAL		
<b>Equality and Human Rights Assessment</b>				
<b><u>Equality Section</u></b>				
<b>1. What are the aims, objectives and intended outcomes of the initiative?</b>				
The reporting of accidents is a legal requirement under the Reporting of Injuries, Diseases and Dangerous Occurrences 2013. Both the Commissioner and the Chief Constable have a common commitment to reduce injuries, dangerous occurrences and diseases and to health and safety compliance. This procedure also aims to ensure that NYP meets with all its statutory duties under relevant legislation.				
<b>2. What research has been conducted or considered and who have you consulted with and why?</b>				
Force Health and Safety Co-ordinating Committee members including Supts Assoc., Federation, UNISON, DCC, All Directors, Head of Property & Facilities, Head of Transport, Senior Occupational Health Advisor, Customer Relationship Manager				
<b>3. Could there be any implications for any of the protected characteristic groups as listed below? Please provide details for all decisions – if a negative impact has been identified please state how this impact can be justified for the initiative.</b>				
	<b>Positive</b>	<b>Negative</b>	<b>Neutral</b>	<b>Details</b>
<b>Age</b>			<b>x</b>	
<b>Disability</b>			<b>x</b>	
<b>Gender Reassignment</b>			<b>x</b>	
<b>Marriage and Civil Partnership</b>			<b>x</b>	
<b>Pregnancy and Maternity</b>			<b>x</b>	
<b>Race</b>			<b>x</b>	
<b>Religion or Belief</b>			<b>x</b>	
<b>Sex (Gender)</b>			<b>x</b>	

<b>Sexual Orientation</b>			<b>x</b>	
<b>Human Rights Section</b>				
<u>1.</u> Will the initiative engage anyone's Convention Rights?				
No				
<u>2.</u> Will the initiative result in the restriction of a right?				
No				
<u>3.</u> If any of the rights are Qualified Rights, you will need to undertake a balancing exercise:				
a) Is the restriction on the right lawful? Is there a law which allows you to make the initiative?				
b) What is the legitimate aim you are trying to achieve through this initiative?				
c) Is the restriction necessary and proportionate? Are you restricting one person's rights to protect the rights of another individual? Is there another way to achieve the aim identified in (b)?				
N/A				