

LESSONS LEARNT	
Type of Incident:	Trapped fingers in between tables moving furniture.
Classification of Incident:	RIDDOR
Summary of Incident:	Employee was putting together the tables required for dining in the hall/canteen that day. The employee, on putting the dining room tables together trapped their hand in between two tables that were pushed together causing a fracture to their middle finger preventing them from work for more than 7 days. .
Photographs of Incident:	No photos from incident available.
Possible Causes:	Possible cause Rushing due the need of the service Manual handling Risk assessment- This has the likelihood x severity calculated wrong, this must be multiplied, and site have instead added the values together and not checked the risk matrix which indicates a score of 3 would still be a medium risk. Conclusion that the assessment (not assessed thoroughly and looks rushed), overdue review and signature application also. Individual manual handling risk assessment This was not in place at site and site only had their initial induction training card, more detail as to the manual handling tasks undertaken will be required for all staff on their individual manual handling risk assessments and reviewed annually and where any manual handling tasks change. Moving furniture risk assessment. This was not in place at site and site were advised to complete this.



Immediate Action Taken:	Employee was given first aid treatment on site by trained first aider however the IP was unable to continue working. Accident was reported on BiOne site.
Lessons Learnt:	 Following the incident, QHSE responded to site via BiOne incident reporting page. Full training on manual handling tasks to be given to staff. Ensure site respond to questions asked by investigator over BiOne or emails sent to site. Moving furniture risk assessment to be completed by Site manager and trained out to staff, this should be on their individual RA training card also. Individual Manual handling risk assessment to be worked through with each team member. Full assessment of employee once incidents have occurred to evaluate first aid requirements. Risk assessments must be assessed and reviewed effectively (lone working, generic manual handling, specific manual handling, and workplace risk assessment) - the aim of the risk assessment process is to evaluate hazards, then remove that hazard or minimize the level of its risk by adding control measures, as necessary. By doing so, you have created a safer and healthier workplace. Incidents to be always raised in monthly Health and Safety team meetings. Site and Operations manager to be made aware of this to be communicated to staff.
Actions to be Taken (By Whom)	Operations manager to communicate the requirements to site level. Site and Operations to assist with ensuring response to questions asked when raising an incident on BiOne and ensuring production of as much relatable information to the incident is provided to allow for a thorough investigation and therefore enable QHSE to fully support the site. Operations Manager to support in review of risk assessments. Site manager to review moving furniture risks, space and procedures. Operations manager to review and sign workplace risk assessment and site monthly audits (this can be scanned or emailed to be reviewed). Site manager to sign return to work form. Staff to be refreshed on manual handling ABC and risk assessment training cards to be complete on completion of reviewed risk assessment.

