

Accident Reporting Policy

1. General statement

It is our policy that all workplace accidents will be reported by all employees. This involves filling out an accident form, which is then scanned, copied and kept in our online records, physical accident book and individual employees' folders; all of which is kept in the main office. Apart from being a legal requirement, this enables us to investigate the more serious accidents to ensure that they do not re-occur. Therefore, employees are expected to abide by the following procedures in the event of an accident.

2. Legal position

The law on accident reporting is covered by the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)**. These Regulations set down requirements for reporting certain types of accidents to the enforcement authorities and how this is to be done.

3. Reporting of accidents

All accidents will be recorded as soon after the event as possible. This may be done by the injured employee or a colleague. If a visitor has an accident, then the employee whom they are visiting is responsible for ensuring that it is recorded, unless a first aider or appointed person is providing treatment. If this is the situation, they are responsible for making the report. Due to data protection requirements, the completion of personal details will need to be made by Manager. Therefore, the form should be forwarded to them as soon as possible. Should the accident need to be reported to the enforcement authorities, the incident center will be contacted online.

4. Offsite accidents

If an employee is working on third party premises, details of any accident should be reported in their accident book as well as ours. This is because host employers have duties under RIDDOR to report any reportable accidents which may occur to our staff should an accident take place on premises which they are responsible for. Employees should not use the accident book/form to report an accident which occurred in their own home or on an activity which is not work-related.

5. Employee duties

We expect all employees to assist us in complying with our legal duties under RIDDOR. This means that employees are expected to have due regard for their health and safety and that of their colleagues. If safe systems of work have been introduced, staff are expected to follow them, along with any instructions. All employees are expected to report accidents in a timely manner. In the event that an employee fabricates or exaggerates an accident, we reserve the right to bring disciplinary proceedings which could result in dismissal.

6. Accident investigation

Unless the accident is trivial, it will be investigated by the manager of the relevant area, to the appropriate extent. This will help us ensure that the accident is not repeated. Where necessary, remedial measures will be introduced and monitored. Details of such accidents will be discussed at our health and safety meetings.

Signed:



Name: G Chadwick
Managing Director

Date: 16.11.2019