

# Accident & Incident Investigation Policy & Reporting of RIDDOR

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## Accident & Incident Investigation Policy & Reporting of RIDDOR

This policy outlines the procedures that are to be adopted when any employee, visitor or contractor experiences an accident, near-miss or dangerous occurrence on the company's premises or work place environments'.

It is the policy of the company to identify and investigate unplanned losses (accidents), their source and hence their underlying causes.

To enable this objective to be achieved it is imperative that all accidents, irrespective of the resulting injury or damage, be reported according to the laid down procedures.

In order to avoid misunderstanding, the company deem an accident and near-miss to be defined thus:-

**Accident:-** "any unplanned event that results in personnel injury or damage to property, plant or equipment.

**Near-miss:-** "an unplanned event which does not cause injury or damage, but could have done so." Examples include: items falling near to personnel, incidents involving vehicles and electrical short-circuits.

### 1 Accident Books

All accidents must be recorded in the company's accident book.

The accident book will be reviewed regularly by the Director & Senior Management to ascertain the nature of incidents which have occurred in the workplace. This review will be in addition to an individual investigation of the circumstances surrounding each incident.

All near-misses must be reported to the Senior Management, as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

## 2 Reporting Procedure:- Employees

1. All accidents must be entered in the appropriate Accident Book either by the injured person or, if this is not practical, someone else present at the time.
2. An accident Report form is also to be completed by the same person who should then give the form to the Immediate Supervisor/Manager of the injured person.
3. The Immediate Supervisor/Manager must then:-
  1. Note that the accident has occurred.
  2. Ensure that the Accident Book has been correctly and fully completed.
  3. Immediately pass the Accident Report form to the Senior Management.
  4. Provide notification to the Companies Administration Department.
4. The Senior Management will then:-
  1. Ensure that, where applicable, the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 are met.
  2. Complete an online RIDDOR reporting form where applicable to the nature of the accident, which can be obtained from the HSE website.
  3. Report findings to the Director responsible for Health & Safety and, if necessary, instigate any disciplinary proceedings.
5. The Director responsible for Health & Safety will then:-
  1. Ensure, so far as reasonably practical, that proper action is taken to help prevent the accident being repeated.

### **Note:**

1. Investigation of an alleged accident does not necessarily imply that sick pay will be paid. This will depend on the result of the investigation.
2. The above is simply the administrative procedure. Clearly it is essential for all concerned to give priority to the safety and welfare of any injured person and anyone else involved.

### 3 Reporting Procedure - Visitors / Contractors

Any non-employee who experiences an accident or near-miss incident whilst on the company premises or within the workplace environment must report the incident immediately to the person responsible for him or her whilst on those premises. If the person responsible is not available, the visitor / contractor must obtain the assistance of a responsible person to ensure that the company procedure is adhered to.

All injuries must be reported in the accident book, however minor. Visitors and contractors who are unable to enter their account into the book must arrange for another person to make an entry on their behalf. Visitors and contractors should also notify their own employer where applicable.

The Company takes the responsibility for notifying reportable accidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013; therefore the Director & Senior Management must be informed immediately.

### 4 Safe System of Work

All incidents and near-miss incidents must be reported, however minor. To achieve this the following procedure should be adopted.

1. Ensure the appropriate report form is completed and forwarded to the Director &/or Senior Management.
2. Obtain treatment for any injury from a first-aider or the local hospital.
3. Ensure that the area is made safe and poses no risk to other personnel (**except where the accident results in a major injury, in which case the scene should be cordoned off and left undisturbed until advised otherwise by the enforcing authority**).
4. Enter details in the accident book.
5. Inform the injured person's manager (or a responsible person) of the incident.
6. Keep the company informed of any after-effects, including periods of incapacity for work.

## 5 SUMMARY

All personnel on site must report accidents and near-miss incidents whilst working on behalf of the company.

The four most important steps are:-

- Remove residual hazards that may pose a risk to others.
- Cordon off the undisturbed scene of a serious incident pending investigation.
- Ensure that all relevant details are reported as soon as possible, in accordance with established procedures.
- Notify management of incapacity to work that results from an injury sustained during a work activity.

This policy will be reviewed and revised as necessary in response to changes in legislation or methods of working.

Signed :  .....

Nathan Smith - Director

Date: 14<sup>th</sup> November 2016