

# Accident Reporting Policy

## Accident Policy

This policy outlines the procedures that are to be adopted when any employee experiences an accident, near miss or dangerous occurrence on the premises during the course of their employment. This will also apply to visitors. Visitors should be advised to also notify their own employer where applicable.

For the purposes of this policy, brief definitions and examples of an accident and a near miss are given below.

- An accident is an unplanned event that causes injury to persons, damage to property or a combination of both.
- A near miss is an unplanned event that does not cause injury or damage, but could do so.

This policy covers reporting and recording procedures for employees and non-employees.

## Accident/Incident Management

Incidents and accidents should be managed in an appropriate manner to contain and eliminate any danger and minimise risk. Immediate first aid or emergency medical treatment should be sought where there are injuries.

### Recording

All accidents resulting in personal injury must be recorded on the Accident Record Sheets. They are located in this file with this policy and contains information that must be recorded under law. (Signing below includes conformation that you know where the accident record sheets are kept). The Accident Record Sheets will be reviewed regularly by the employer to ascertain the nature of incidents that 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 also be reported to the employer as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

### Reporting Procedure

In addition to an entry in the accident sheets, any accident or dangerous occurrence must be reported to the employer. Injuries which occur while carrying out work duties off-site must be reported in the same way and the occupier of the site should be advised accordingly.

If an injury renders an employee unable to make an entry in the accident sheets, a witness or someone who is able to enter an account of the incident should make the entry. The employee's account must be entered as soon as possible after the event.

Employees must ensure that they are aware of the location of the accident sheets.

All accidents and near misses must be recorded, however minor so that we as an organisation can take remedial action.

Where an accident results in absence from work, employees must tick the appropriate box on the self-certification form. Employees who are absent as a result of an accident at work must keep the organisation informed of their progress, up to and including a return to normal duties.

## RIDDOR Reports

Accidents and incidents which are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be reported by the employer to the Health and Safety Executive (HSE).

Incidents that must be reported under the regulations include:

- accidents resulting in death or serious injury
- dangerous occurrences, including acts of physical violence to staff
- diseases and medical conditions
- accidents causing incapacity of more than seven days, not counting the day on which the accident happened.

Accidents resulting in death or serious injury will be reported by phone to the HSE RIDDOR incident reporting centre. All other accidents and incidents will be reported using the appropriate online form on the HSE RIDDOR website within 15 days. A copy of all RIDDOR reports will be kept.

All accidents will be investigated by the employer to ascertain the exact circumstances and the root causes. Lessons should be learnt and recommendations from accident investigations will be included in future safety procedures, risk assessments and policies.

### **Review**

As part of its monitoring of safety and risk assessment, this policy will be subject to periodic review by the employer.

[Sign off sheet for staff to acknowledge they have read this policy](#)

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