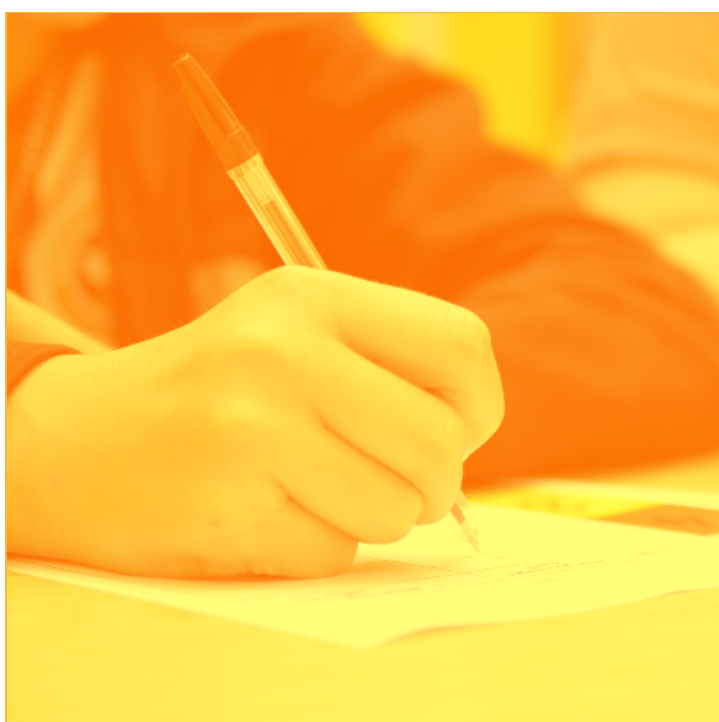




Accident & Incident Policy and Procedures



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Approved: *AM Keenan*

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1. Policy Statement

The organisation is committed to ensuring a safe working environment for all staff, service users, volunteers, and visitors. All accidents and incidents will be appropriately recorded, reported, investigated, and used to inform risk management strategies to prevent recurrence.

2. Scope

This policy applies to all employees, contractors, volunteers, service users, and visitors within any location operated or managed by the organisation.

3. Definitions

Accident: An unplanned event that results in injury, ill health, or damage.

Incident: An unplanned event that does not result in injury but could have.

Near Miss: An incident that could have caused harm but did not.

4. Responsibilities

Senior Management: Ensure this policy is implemented, resourced, and reviewed.

Managers/Supervisors: Maintain safe environments, report and investigate incidents.

Employees and Volunteers: Comply with procedures and report accidents or hazards.

5. Procedure for Reporting Accidents and Incidents

1. Immediate Response

- Ensure the area is safe.
- Administer first aid if required.
- Contact emergency services if necessary.

2. Notification

- Inform the line manager or supervisor without delay.
- Complete an Accident/Incident Report Form within 24 hours.

3. Recording

- All reports must be logged in the Accident/Incident Register.
- Reports should include date, time, location, persons involved, and a description.

4. Investigation

- Conducted by line managers or a designated health and safety officer.
- Identify root causes and recommend corrective actions.

5. Follow-Up Actions

- Implement corrective measures.
- Communicate learning points to relevant teams.
- Update risk assessments and training if necessary.

6. RIDDOR Reporting

Certain incidents must be reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). This includes: - Fatalities - Major injuries - Injuries resulting in over 7 days' absence - Occupational diseases - Dangerous occurrences

7. Confidentiality

All reports and investigations will be handled sensitively and confidentially in line with data protection laws.

8. Monitoring and Review

This policy and its procedures will be reviewed annually, or after a serious incident, to ensure effectiveness and legal compliance.

9. Related Documents

- Health and Safety Policy
- Risk Assessment Procedures
- First Aid Policy
- Staff Training Records