

## Company Policy Statement for Accident Reporting & Investigation.

It is our policy to report all accidents, industrial diseases and dangerous occurrences to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. We will also record all injuries in the Accident Book, as required by the Social Security (Claims and Payments) Regulations 1979 (as amended).

The Operations Director is responsible for reporting all notifiable accidents to the enforcing authority (under RIDDOR 2013)

The Operations Director is responsible for collecting and collating data on all non-reportable accidents and incidents so that we can assess trends and reduce risk.

Our enforcing authority for reportable accidents, diseases and dangerous occurrences is The Health & Safety Executive, Pottergate, Norwich.

Completed F2508 notification reports are to be sent to: Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG.

Employees must report all injuries to their manager immediately after treatment.

The Accident Book must be fully completed by the employee or someone acting on their behalf for all injuries incurred at work, however minor.

An Accident Book will be kept at each separate location of our business (one at each service centre office).

If because of their injury, the employees are incapable of making an immediate entry, then that entry must be made by their manager, the first aider, the appointed person, or a nominated person.

Following an accident of any severity that requires treatment, the employees' manager will notify the Operations Director, who will:

- complete an accident investigation report
- notify the enforcing authority, where the accident is reportable

If the injury is of a serious nature or there is any doubt, the injured person/s will be sent to the nearest hospital for treatment.

We will notify the enforcing authority of injuries to non-employees, e.g. contractors or members of the public, if the injury takes place on our premises and we are made aware of it.

**Where we are involved in accidents on premises controlled by others, the relevant site contact must be advised of the accident / incident as soon as reasonably practical.**

The Accident Book records and completed incident report forms will be sent to the Operations Director who will ensure the correct actions regarding reporting, review and secure record storage are taken.

It is our policy to investigate:

- all accidents resulting in any reportable injury or significant losses of assets
- all accidents, however minor, to the degree required to support our safety measures and analysis
- all near-misses where there may otherwise have been significant harm to health or safety

To assist with accurate investigation, following an accident or incident of any severity, the employees manager or other competent person will take statements from any witnesses and if required ensure the accident scene is preserved and or equipment is not used until the area, and any equipment involved is deemed safe to resume normal operations.

Employees should be aware that Health & Safety Enforcement Officers can enter our premises without an appointment, at any reasonable time, to ascertain if the requirements of the law have been met.

We will extend to them our full co-operation.

We will also co-operate with our insurers, in order to resolve any claim, or reduce our premium, as far as we can.

If the insurers provide any advice on the reduction of risk, we will where reasonably practical follow that advice.

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