

### Accidents and Incidents at Work

An '**Accident**' is defined as an unplanned event that results in personal injury or property damage. An '**Incident**' is defined as an unplanned event that does not result in personal injury but may result in property damage or is worthy of recording.

Should an accident or incident occur within the working environment to either employees, non-employees, any property of Central Employment Agency Ltd or when an employee sustains injury when on official business away from the site the accident or incident must be reported.

Each location is provided with an accident book. Completed entries are retained by the Health and Safety Lead or relevant nominated Site Managers, and all relevant information will be updated on the accident and incident proforma and discussed at the quarterly Health and Safety meetings.

All accidents, however slight, should be recorded by the relevant site First Aider at the time of the accident and not retrospectively.

All accidents must be entered onto the Accident Report. When the investigation is complete all relevant documentation should be updated and where necessary control measures updated to prevent any further accident or incident occurring.

If the injury is classified as a 'major injury' (RIDDOR) the Health and Safety Lead should be informed as soon as possible, by phone or email.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 is often known by the acronym RIDDOR, is a 2013 statutory instrument of Parliament here in the UK.

Certain accidents must be reported to the local Enforcing Authority (HSE). This will fall under the responsibility of the Health and Safety Manager, and these are:

- Fatal accidents
- Accidents to non-workers (members of the public)
- Accidents which result in the incapacitation of a worker for more than seven days.

Specified dangerous occurrences are reportable - within Central Employment Agency Ltd these would be very rare, and guidance should be sought from the Health and Safety Lead.

An example of this would be: -

- An FLT overturning or the collapse of a lifting or hoist mechanism.

All accidents or incidents are required to be internally investigated. Relevant nominated Site Managers, assisted by the Health and Safety Lead must investigate all accidents and take steps to prevent a recurrence.

Should it be required a full accident investigation report will be written post-accident or incident by the Health and Safety Lead, this should include witness statements, training records and photographs where appropriate. It is imperative that the more severe the accident or incident the scene must be preserved this should include the employees PPE (where necessary).

If the accident is of a serious nature, the MD and Board of Directors within Central Employment Agency Ltd must be informed **As Soon As Possible** so that they can assist in the investigation and notify the insurance investigators.



All near misses and dangerous occurrences must be reported on a near miss report. These forms should also be used when a hazard is spotted. The Near Miss books are available at all business locations and should be reviewed upon receipt and discussed, when necessary, at the quarterly Health and Safety Meetings.

Please note that where a hazard can be rectified immediately, the reporting employees should arrange for the necessary remedial action to be carried out. If this is not possible guidance and advice should be sought from the relevant nominated Site Managers to investigate potential improvements. The Health and Safety Lead is always available to offer advice when required.

**Signed**

A handwritten signature in black ink, appearing to read 'John Doe'.

Director

**Date**

22<sup>nd</sup> November 2023

**Review Date**

22<sup>nd</sup> November 2024