



**APRIL COMPLETE CARE SOLUTIONS LTD
(The “Company”)**

Accident & Incident Reporting Policy

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1. Purpose

As accident prevention provides a safe place of work and as legally the investigation of accidents is required to prevent recurrence or the same or similar incidents, the purpose of this Procedure is to specify the minimum actions that should be taken following an accident or incident.

2. Scope

This procedure includes accidents and incidents in respect of all staff, individuals and visitors.

3. Definitions

Incident An unexpected event that has, or could have, resulted in injury or loss.

Accident An incident that resulted in any injury.

Near Miss An incident that did not result in injury.

LTA Lost Time Accident, this is when because of injuries received at work an individual is absent from work.

RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

HSE Health and Safety Executive

4. Responsibilities

4.1 The Registered Manager has ultimate responsibility to ensure that the company complies with all statutory health and safety requirements. The Registered Manager is also responsible for ensuring that all accidents are investigated in accordance with this procedure. The Registered Manager is also responsible to consider the recommendations made on the accident report are considered and actions are taken to prevent the occurrence similar accidents. And submit the relevant documentation if required i.e: Regulation 26 to CIW

4.2 Staff are responsible for completing the incident/accident report form when accidents occur to themselves or involving their individuals. In the event of an accident, the staff responsibilities are:-

4.3.1. To ensure the injured person has received treatment

4.3.2. To take immediate steps to prevent other people from being injured.

4.3.3. In the event of serious injuries to secure the scene and contact their Manager immediately and Health and safety services to instigate an immediate investigation.

4.3.4. To complete the accident/incident report from.

5. Procedure

All accidents/Incidents occurring on involving employees, individuals or visitors must be reported where practicable using the appropriate Accident/Incident Report Form.

Dangerous Occurrences or Near Miss situations which could have lead to personal injury should also be reported.

Management must review all accident/Incident reports with the employee concerned in order to assess the cause, contributory factors, and possible preventative actions required to prevent recurrence.

Management is responsible for the implementation of agreed actions and will develop systems to ensure timely follow-up and close-out of accident related actions.

In the event of a serious accident Health and Safety Services will assist in the investigation, or may initiate an investigation of other accidents if it is deemed necessary.

6. Process

Serious Accidents

In the event of a serious accident, and if possible without further risk, the area / equipment should be made safe or isolated. Where there is continuing imminent danger the emergency evacuation procedure must be initiated.

The area / equipment should remain undisturbed until the circumstances of the accident have been fully investigated. Accidents resulting in major injuries e.g. fractures, hospitalization, loss of consciousness, greater than 3 days lost time, must be reported to HSE.

Accidents to Staff, Individuals and Visitors

For accidents and dangerous occurrences involving members of their staff, individuals or visitors, it is the responsibility of the Registered Manager to ensure that:

- a) they are investigated;
- b) the accident report forms are completed;

The tasks above are normally carried out by the injured party's immediate manager, supervisor.

The completion of accident forms should be carried out at the earliest opportunity, do not delay completion of forms waiting for injured party to be available to complete their section.

7. Reportable Accidents

There is a legal requirement under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations for the company to report all serious injuries and specific dangerous occurrences to the Health and Safety Executive.

8. Completion of Forms

The accident report forms are designed so that essential information on the person injured and the details of the accident are recorded along with information about steps that should be taken to avoid a recurrence. The "remedial action" aspect of the report is the most important element with regard to prevention of the same or similar accidents in future. The forms should be completed as fully as possible before being returned to Health and Safety Services, however, in order to meet time limits imposed by RIDDOR, it may be necessary to return an incomplete form.

Witnesses can provide useful additional information during an investigation. Where appropriate, witnesses' names and addresses should be noted on the Accident Report Form. For investigation of more serious accidents separate witness statements should be obtained.

9. Accident Investigation and Remedial Action

In all cases where the accident investigation indicates the need for remedial action to prevent recurrence of a similar incident, it is the responsibility of the Registered Manager to ensure that this work is requested and completed on a timely basis.

This may include such actions as :

- purchasing protective equipment;
- amending written procedures / codes of practice;
- arranging additional training.

As part of the accident investigation the relevant risk assessment(s) should be reviewed and revised where necessary, e.g. to take account of previously unforeseen circumstances.