



# Accident Reporting

---

## **General Statement**

Stanfords Training recognises its responsibility to ensure that all reasonable precautions are taken to provide and maintain working and living conditions which are safe, healthy and compliant with all statutory requirements and codes of practice.

This policy outlines the procedures that are to be adopted when any employee, visitor or contractor experiences an accident, near miss or dangerous occurrence on Stanfords Training's premises during the course of their employment. This will also apply to learners, contractors and visitors who are members of the public and are therefore not at work.

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

1. An accident is an unplanned event that causes injury to persons, damage to property or a combination of both.
2. 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 managers, employees and non-employees. Suitable information and training will be given to all personnel regarding accident reporting, and the location and completion of the accident book.

The person responsible for co-ordinating all incident reporting is Mr. Baba Jaiteh

## **The Accident Book**

All accidents resulting in personal injury must be recorded in the organisation's accident book. This is located in a central position at the reception and contains information that must be recorded under law.

The accident book will be reviewed regularly by senior management 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 management as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

### **Reporting Procedure — Employees**

In addition to an entry in the accident book, any accident or dangerous occurrence must be reported to a responsible person. Injuries which occur whilst 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 book, 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 book.

All accidents and near misses must be recorded, however minor. Unless the organisation is informed of these incidents, it will be unable to take remedial action.

A first aider may deal with the injury or an appointed person should take control of the situation.

However, if an emergency arises, medical assistance, eg. an ambulance, must be called at the first opportunity. Any incident involving an emergency must be reported to senior management immediately.

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.

## **Reporting Procedure — Managers**

If an injury, damage incident or near miss is reported to a member of management, the manager should ensure that appropriate records are maintained.

Deaths and major injuries should be reported without delay either by phone to the Incident Contact Centre at 0845 300 99 23 (local rate) or online by using the RIDDOR online reporting facility on the HSE website: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor).

If the incident results in over three consecutive days of incapacity for work it is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) the enforcing authority must be informed online using the using the forms on the HSE website within 10 days.

Dangerous occurrences (as defined in RIDDOR) must be reported without delay online using the using the form on the HSE website. The copy that will be provided should be kept with other organisation records, including documents on the accident investigation. They should also be kept advising the insurers of a potential claim.

The manager must keep records of any developments to the injured person's health, up to and including a return to normal duties. The manager must check that self-certification forms submitted by an injured employee are completed to reflect that the absence was caused by a work accident.

The manager is responsible for assisting contractors and visitors in complying with the organisation's policy regarding accident reporting whilst on the organisation's premises.

## **Accident Reporting Procedure — Visitors/Contractors/Students**

Any non-employee who is involved in an accident or near-miss incident whilst at Stanfords Training's premises must report the incident immediately to the person responsible for his or their presence on site. If the person responsible is not available, the visitor/contractor must obtain the assistance of a responsible person to ensure that Stanfords Training's procedure is adhered to.



All injuries must be reported in the accident book, however minor. Visitors and contractors who are unable to enter their own account into the book must arrange for another person to make an entry on their behalf. Visitors and contractors should also notify their own employer where applicable.

## **Accident Investigation**

### **General Statement**

This policy outlines the investigation procedures which are to be adopted when any accident, ill health, near miss or dangerous occurrence occurs on Stanfords Training's premises during the course of any work activity.

It is the policy of Stanfords Training to ensure that, where practicable, all accidents or incidence of work-related ill health, dangerous occurrences and near misses will be fully investigated by suitably trained staff. Accident or incident investigation is not a means of determining fault or apportioning blame.

The purpose of the investigation is:

1. To ensure that all necessary information in respect of the accident or incident is collated
2. To understand the sequence of events that led to the accident or incident
3. To identify the unsafe acts and conditions that contributed to the cause of the accident or incident
4. To identify the underlying causes that may have contributed to the accident or incident
5. To ensure that effective remedial actions are taken to prevent any recurrence
6. To enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties
7. All statutory requirements must be adhered to

This policy will apply to all accidents or incidents involving employees, visitors, members of the public and contractors. Stanfords Training will co-operate with employers of contractors



who may be involved in any accident or incident. The person responsible for the implementation of this policy is Mr. Baba Jaiteh.

### **Staff Selection**

To ensure that the objectives of the investigation are met, suitable and sufficient staff will be selected and trained in investigation procedures and interview techniques.

Staff selected to carry out investigations will be required to attend any necessary training and will be provided with the appropriate information and resources to enable them to carry out their respective roles.

Baba Jaiteh and Sandra Smith will act as lead investigators for the accidents or incidents as detailed below.

Other staff will be required to co-operate and participate in any investigation if the organisation feels that they have specific knowledge, understanding, experience or skills that may assist in the investigation.

Subject Heads of Department will be required to co-operate and participate in any investigation.

### **Training**

All staff selected to lead investigations will receive suitable and sufficient training in the investigative procedures to be adopted, interview techniques, report writing skills and in the use of any equipment employed in the investigation process.

### **Safety Representatives and Employees**

The organisation encourages the involvement of employees in the investigation process.

Recognised trade union safety representatives will be given access to any necessary information and workplaces to enable them to fulfil their duties.

Safety representatives will also be encouraged to fully participate in any investigation.



Employee representatives will also be encouraged to participate where a safety representative is not present.

All employees will be required to co-operate with the organisation in any investigation.

Accident or incident investigation is not a means of determining fault or apportioning blame.

### **Enforcing Authority**

In the event that the enforcing authority wishes to carry out an investigation, Stanfords Training will strive to meet all of its legal responsibilities when co-operating with the investigating inspector.

### **Equipment**

All necessary equipment required to carry out investigations will be supplied, located in a suitable environment and be well maintained. All staff necessary will be trained in the use of such equipment.

### **Process of Investigation**

Staff investigating any accident or incident will be given full access to the scene of the incident/accident and any other part of the workplace deemed necessary to carry out the investigation.

All necessary information will be collected and collated. Physical evidence may be recorded and samples taken as necessary.

Investigating staff will be given access to any necessary documentation and will act in accordance with any requirements of the Data Protection Act 2018.

Interviews of those involved in the accident or incident, witnesses and any other person necessary will be carried out in accordance with the training and guidelines issued.

## **Remedial Action**

Stanfords Training will, so far as is reasonably practicable, implement any recommendations made as part of the investigation. In the event of any remedial action taken, staff will be fully involved and provided with the necessary information, instruction and training.

## **Records and Reports**

All necessary staff will be issued with an accident report as soon as is reasonably practicable. Employees or their representatives will be given access to any report in so far as it is applicable to do so.

Records of any accident will be kept in accordance with the Stanfords Training's policy on record keeping.

Any records kept will be done so in accordance with the Data Protection Act 2018.

**Policy Date:** 01/11/2025

**Next Review Date:** 31/10/2026



Signed: