



# Accident Reporting Policy

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# Accident Reporting Policy

## General Statement

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 the premises during the course of their employment. This will also apply to 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.

- An accident is an unplanned event that causes injury to persons, damage to property or a combination of both.
- 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.

## Accident/Incident Management

Incidents and accidents should be managed in an appropriate manner to contain and eliminate any danger and minimise risk. Immediate first aid or emergency medical treatment should be sought where there are injuries.

As part of the incident management, it should be escalated and reported as appropriate to its severity and recorded.

## The Accident Book

All accidents resulting in personal injury must be recorded in the accident book. This is located in a central position within the building 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 while 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.

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 accident, injury, incident or near miss is reported by a member of staff, the responsible line manager should ensure that appropriate entries are made in the accident book.

Line managers 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 while on the organisation's premises.

## RIDDOR Reports

Accidents and incidents which are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) should be escalated to the senior management who will arrange for an appropriate report to be made to the Health and Safety Executive (HSE).

Incidents that must be reported under the regulations include:

- accidents resulting in death or serious injury
- dangerous occurrences, including acts of physical violence to staff
- diseases and medical conditions
- accidents causing incapacity of more than seven days, not counting the day on which the accident happened.

Accidents resulting in death or serious injury will be reported by phone to the HSE RIDDOR incident reporting centre. All other accidents and incidents will be reported using the appropriate online form on the HSE RIDDOR website. A copy of all RIDDOR reports should be kept.

All accidents should be investigated by a responsible manager to ascertain the exact circumstances and the root causes. Lessons should be learnt and recommendations from accident investigations included in future safety procedures, risk assessments and standard operating procedures as appropriate. Accident records will be reviewed regularly by the senior management team, in conjunction with staff safety representatives, to ascertain the nature of incidents that have occurred and whether there are any patterns or identifiable risks. This review will be in addition to an individual investigation of the circumstances surrounding particular incidents.

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

If the incident results in over seven consecutive days of incapacity for work, it is reportable under the RIDDOR. The accident should be reported online (on the HSE website) within 15 days.

Records should be kept of injuries which lead to over three days of incapacity. The particulars kept should be as specified in schedule 1, part 2 of RIDDOR.

Major incidents (as defined in RIDDOR) must also be reported online to the RIDDOR database immediately. A copy of the completed form should be kept with other organisation records including documents on the accident investigation. They should also be kept to advise the insurers of a potential claim.

## Reporting Procedure: Visitors/Contractors

Where an accident or near-miss incident on the organisation's premises involves any non-employee, such as a visitor or contractor, the incident must be reported immediately to the person responsible for their presence on site, or to an available manager. After ensuring that the situation is safe and any injuries are treated, the manager should ensure that all incidents are reported in the accident book.

Visitors and contractors should be advised to also notify their own employer where applicable.

If an injury occurs to a member of the public on the organisation's premises that results in their removal from site for hospital treatment, this is immediately notifiable online to the RIDDOR database.

## Review

As part of its monitoring of safety and risk assessment, this policy will be subject to periodic review by the employer.

Signed:  .....

Date: ..... 01/12/2018 .....

Policy review date: ..... 01/12/2019 .....