PEATRIGG
Charitable Foundation

Accident Policy

Definitions

In order to avoid misunderstanding, Peat Rigg Charitable Foundation Centre deems an accident and incident to be defined thus: -

Accident: - "any unplanned event that results in personnel injury or damage to property, plant or equipment".

Incident: - "an unplanned event which does not cause injury or damage but could have done so." Examples include: items falling near to personnel, incidents involving vehicles and electrical short-circuits.

Reporting Procedure

All accidents and incidents must be recorded in the company's accident/incident log. This is done by filling in the appropriate form and adding it to the log. Accidents should also be reported to the a senior member of staff. The injured person should be asked to sign the form as a recognition of the accurate reporting of the incident.

The forms are reviewed on a regular basis including weekly staff meetings, quarterly Directors meeting and an annual safety audit. In addition, an individual investigation of the circumstances surrounding each incident is carried out to ascertain if immediate action needs to be taken to rectify a potential future hazard.

Reporting Procedure - Visitors / Contractors

Any non-employee who experiences an accident or near-miss incident whilst on the premises must report the incident immediately to the person responsible for his or her premises on site. If the person responsible is not available, the visitor / contractor must obtain the assistance of a responsible person to ensure that the company procedure is adhered to.

Safe System of Work

All incidents and near-miss incidents must be reported, however minor. To achieve this the following procedure should be adopted.

1. Obtain treatment for any injury from a first-aider or the local hospital.
2. Ensure that the area is made safe and poses no risk to other personnel **(except where the accident results in a major injury, in which case the scene should be fenced off and left undisturbed until advised otherwise by the enforcing authority).**

3. Fill out the appropriate form as soon as possible after the event.
4. Ensure the injured person signs the form as a true reflection of the nature of the accident. In the case of the person being under 18 a visiting leader or teacher may sign the form.
5. Inform The director or the Senior instructor of the incident.
6. Keep Peat Rigg informed of any after-effects, including periods of incapacity for work.

RIDDOR reportable accidents

The Director will ensure that, where applicable, the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)1995 are met.

A report must be sent within 10 days of an accident occurring.

Reports can be made by online at the HSE website. In the instance of a serious incident or death a report can be made by phone by calling the incident contact centre 0345 300 9923

Record keeping

Records of accidents and incidents are kept on file for seven years

EVENT SPECIFIC AND ONGOING RISK ASSESSMENT