



## **Accident & Incident Investigation Policy**

### **Our Commitment**

This policy outlines the protocols in place for individuals present at Dorset Pathways' physical location. The policy applies to everyone, including visitors, contractors, staff, and children and young people. It covers accidents and near-miss incidents at Pathways.

Our company is dedicated to identifying and investigating unforeseen incidents (accidents), their origin, and their underlying causes.

To achieve this goal, it is essential that all accidents, regardless of the extent of injury or damage, are reported following the established procedures.

To prevent confusion, we define an accident and a near-miss as follows:

Accident: "An unplanned occurrence resulting in personnel injury or damage to property, equipment, or infrastructure."

Near-miss: "An unplanned occurrence that does not cause injury or damage but has the potential to do so." Examples include objects falling near individuals, incidents involving vehicles, and electrical short-circuits.

### **Recording Accidents**

All accidents must be documented in the company's accident records.

These records will be periodically reviewed by senior management to understand workplace incidents. This review complements individual investigations into the circumstances surrounding each incident. All near-misses must be promptly reported to the Operations Director to facilitate investigations into causes and prevent recurrence.



## **Reporting Process for Employees/Young People**

Any accident must be entered in the relevant Accident Book, either by the injured person or another present at the time. An Accident Report form (Part 1) should be completed by the same individual and submitted to the Operations Director.

The Operations Director will::

- Acknowledge the occurrence of the accident.
- Verify the completeness and accuracy of the Accident Book entry.
- Ensure compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, where applicable.
- Complete Part 2 of the Company Accident Report form, summarizing the findings of the investigation.
- Engage with other senior management to discuss the accident and contributing factors.
- Report findings to the HR Manager of Health & Safety and potentially initiate disciplinary proceedings if necessary.
- Notify the Accounts Department to implement their procedures regarding the accident.

The HR Manager will:

- Ensure appropriate actions are taken to prevent the recurrence of the accident.
- Please note that the investigation of an alleged accident does not guarantee sick pay. Payment will be determined based on the investigation results.

N.B.

Investigation of an alleged accident does not necessarily imply that sick pay will be paid. This will depend on the result of the investigation.

The above is simply the administrative procedure. Clearly it is essential for all concerned to give priority to the safety and welfare of any injured person and anyone else involved.

## **Visitor/Contractor Reporting**



Non-employees experiencing accidents or near-miss incidents on-site must promptly report the incident to the responsible on-site person. If this individual is unavailable, the visitor/contractor must seek assistance to ensure compliance with company procedures.

All injuries, no matter how minor, should be documented in the accident records.

Visitors/contractors unable to enter details in the record book must arrange for someone else to do so. Additionally, visitors/contractors should inform their employers if applicable.

The Company is responsible for reporting reportable accidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Therefore, the Operations Manager or Assistant Operations Manager must be notified immediately.

### **Damage/Theft Reporting**

Incidents resulting in damage or loss of property, equipment, or vehicles (excluding personal injury) must be documented on the "Damage or Loss Report Form" and promptly submitted to the Operations Director or a Senior Manager.

If a third party is injured due to the incident, the Operations Director must be informed immediately for potential reporting to the Health and Safety Executive.

### **Safe Work Practices**

All incidents and near-miss incidents, regardless of severity, must be reported. To facilitate this, follow these steps:

- Complete the appropriate report form and submit it to the Operations Director.
- Seek medical attention for injuries from a first-aider or local hospital.
- Ensure the area is safe for others (unless a major injury occurred, in which case, isolate the scene until advised by authorities).
- Record details in the accident records.
- Inform the injured person's manager (or a responsible individual).
- Update the company on any ongoing effects, including work incapacity.

### **In Summary**



All individuals on-site must report accidents and near-miss incidents while representing the company.

The key steps include:

- Reporting relevant details promptly following established procedures.
- Eliminating lingering hazards that could pose risks to others.
- Isolating the scene of a serious incident until investigations are complete.
- Notifying management of work incapacity resulting from an injury during a work activity.

Authored : Directors

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