**A1 Group**

Complete all documents and review the risk assessment

**Accident Reporting Procedure**

 **Ensure**

 **all necessary**

 **PPE**

**is worn at all times**

ACCIDENT OCCURS

Immediately after patient has been dealt and is stable or has reported the the accident the H&S Representive MUST complete the Accident Book form - this is located in the main office at the Depot

Process Closed

Ensure Accident Book form is married up with the Accident Invesigation form – this must be filed in the Accident folder held in the main office – ensure the H&S Administrator is notified the process the has been completed. In cases of a reportable death, specified injury, or dangerous occurrence, notify the HSE immediately. For 3 day injurys report within 10 days of the incident. Over-seven-day injuries must be reported within 15 days of the incident.

The H&S Administrator will produce a memo for all Managers and place on H&S Notice Board to update ALL employees of the Accident and recommendations for preventative reoccurance

If Risk Assessmenrt Assesment has changed then ensure ALL employees are made aware of this change immediately and that they sign to acknowledge they are aware of this change and the new risk involved

Ensure Risk Assessment and Safe Working Procedure are reviewed to prevent reoccurance

**NB: Ensure the report is numbered / dated and signed by the reporting H&S Rep dealing with the accident and also the employee and or customer involved in the accident**

H&S Adminstrator will bring completed report to monthly H&S for discussion and record number of accidents in the month and the preventative action takens