This document specifies the Group procedure for the reporting and investigation of accidents, incidents and near misses.

Accidents, incidents and near misses are defined as follows;

* Accident – *an accident* *is any unplanned event that results in injury or ill health of people, or damage or loss to property, plant, materials or the environment.*
* Incident – *an individual occurrence or event that causes an interruption or crisis e.g. a spillage, fire, release into the environment, waterways etc.*
* Near-miss – *A* ***near miss*** *is an unplanned event that did not result in injury, illness, or damage – but had the potential to do so. E.g. "****close call****", or in the case of moving objects, "****near collision****".*

All occurrences, regardless of the associated injury should be reported, recorded and investigated as necessary.

**General Reporting procedures**

**All** accidents, incidents and near misses that occur should be recorded, regardless of the associated injury.

Should the injured party need further treatment than that administered by the first aider, e.g. doctor or hospital, then this information should also be recorded, along with any further actions e.g. time off, change in job role etc.

Should the incident result in our spillage procedures being invoked then this course of action is to be recorded, and should a waterway become infected or a large amount released into the environment on land then the Environment Agency will require notification.

**Accident, Incident and near miss reporting**

All accidents, incidents and near-misses that occur should be reported to the Management representative who in-turn will ensure that the correct reporting procedure is followed.

The accident book, incident, or near miss report form will be completed and distributed accordingly amongst the senior staff. Similarly, should the injured party need further treatment than that administered by the first aider, e.g. doctor or hospital treatment, then this information shall also be recorded on the accident record.

**ALL** accidents, incidents, and near misses are required to be reported on the appropriate form and this record will be filed and retained in accordance with our records procedure.

**RIDDOR Reporting**

Should the accident, incident or near-miss become reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, it shall be the QSE’s responsibility to do so.

This will be completed by selecting the web link below and through completion of the relevant form depending on what needs to be reported;

<http://www.hse.gov.uk/riddor/>

Although all incidents can be reported on-line; for serious accidents, where there are major injuries or fatality(s); an incident line is also available; **0845 300 9923**

**Environment Agency reporting**

Should the occurrence require reporting to the Environment Agency e.g. release into a water way, large land spillage etc. then this is to be done by the Management Team on **0870 80 70 60** and recorded on an incident record.

**Accident and Incident Investigation**

All accidents, incidents and near-misses will be investigated as determined necessary by Management and the Company H&S Advisor. These shall be formally documented, with the level, time and effort subject to the severity of the event, and the risk or damage involved.

These investigations shall be recorded and filed accordingly, with the Data protection in mind.

The results of investigations as relevant to our employees will be made available to employees as required through the use of email or bulletins and the use of our H&S meeting.

**Accident and Incident Review**

All accidents, incidents and near-misses are reviewed as necessary at our management and committee meetings; accident rates and statistics are also reviewed and compared to previous periods as necessary.

Should any underlying trends or patterns occur, our risk assessments, procedures etc. shall be reviewed and any further controls identified as being in need shall be implemented as necessary.

Records of all accidents and incidents will be maintained for a minimum of three years.