



## ACCIDENT PROCEDURE

### 1. Record the IP's Personal and Contact Details

- First name
- Last name
- Contact phone number
- Email Address
- Home Address
- Reason for being at the location
- Sex
- Age or Date of Birth
- Occupation
- Employee Number (where applicable)
- Whether the IP was a member of the public

### 2. Record Your Contact Details and Information

- First name
- Last name
- Position
- Contact phone number
- Email Address
- Employee Number (where applicable)

### 3. Record Accident Details

- The date of the accident

- The time of the accident
- The location of the accident e.g. area or department

#### 4. Record Injury Details

- The type of injury the IP suffered e.g. fracture, laceration, bruising, burn
- The part of the body injured
- Whether the IP required hospitalisation or resuscitation
- Whether the IP was unconscious
- Whether the IP is an employee and had lost days from work due the accident and how many days
- Whether the IP taken from the scene by ambulance to hospital

#### 5. Collect Witness Details

- First name
- Last name
- Contact phone number
- Email Address
- Address

#### 6. Gather Supporting Evidence

If witnesses are available and can provide a written statement, record the statement along with the accident report as evidence.

Other examples of evidence...

- CCTV footage
- Photographs
- Training Records
- Health and Safety Check Records
- Cleaning Logs

#### 7. Record How the Accident Happened

Record any details of the accident given to you by the IP in your accident report.

Example questions to ask yourself and information to record at this stage...

- How did the injury occur?
- What have you observed?
- Was there anything unusual or different about the working conditions?
- What personal protective equipment was being worn at the time of the accident?
- What work process or activity was being carried out at time?
- What equipment was being used at the time?
- What were the events that led up to the accident?

#### 8. Record What Caused the Accident

When recording information about how the accident happened use only the objective facts that you have gathered e.g. leave assumptions or accusations out of the record.

Example questions to ask yourself and information to record at this stage...

- Was the IP a new employee?
- What suitable training had the IP had to carry out the task?
- Was it due to human error?
- Did the IP have a lapse in concentration?
- Was the accident due to faulty equipment?
- Was the IP fatigued or stressed?
- Is there a preventive maintenance program in place?
- Was the IP following the correct health and safety procedures?

#### 9. Record What Was Done When Dealing with the Accident

Example questions to ask yourself and information to record at this stage...

- Was first aid was administered?
- What first aid was administered?
- Was an ambulance called?
- How was the area made safe?
- What had been done directly after the accident happened?

#### 10. Record What Has Been Done to Prevent Such an Accident Happening Again

Example questions to ask yourself and information to record at this stage...

- Have any training needs been identified?
- Has a plan been put in place for corrective action?
- How will your preventative measures stop future occurrences of the accident?

#### 11. Review Risk Assessments

Review and update any relevant risk assessments to reduce the risk of re-occurrence. Record within your accident report which risk assessments have been reviewed.

#### 12. Report the Accident to the HSE as per RIDDOR Requirements

If the accident meets the RIDDOR criteria then it will need to be reported to the HSE via their website. Your accident report can be used as a reference to complete the on-line forms and then as reference to any possible future investigation.