



Accident, Incident and Near Miss Process and Reporting (QU30)

In the event of an employee of this organisation suffering any of the following:

- Accident, Incident or Near Miss occurrence whilst at work
- Fatal injury to person
- HSE Specified injury to person (including fractures, amputations, loss of eyesight, hospitalisation for a period of 24 hours or more etc)
- Occupational illness or disease (including dermatitis, occupational deafness, vibration white finger etc)
- Any other accident or incident resulting in damage to property or injury to employees and/or members of the public.
- Any near miss and potential risk should also be reported where someone could have been injured or an activity wasn't safe to proceed with due to health and safety concerns, this should be highlighted immediately on the blank risk assessment provided with each job pack and fed back to your line manager for investigation (Or Call the Main Office on 0345 300 9923 to report and document if not working on a project).

Certain procedures **must** be followed as described below:

Initially, the accident **must** be reported to your supervisor as soon as possible and be reported in the accident book held on the premises. Those working on sites away from the organisation's premises are to ensure that the accident is reported to head office for entry into the accident book.

The following details **must** then be recorded by completing a QMF 77 Accident Incident Near Miss Report Form which includes:

- Name of the person suffering the injury
- Date and time of the injury
- Name of person reporting the injury
- Cause of the injury
- Any action taken as a result of the injury
- Whether or not the injury is reportable to the enforcing authority (The Health & Safety Executive or local authority) and
- Nature of the injury (e.g. part of the body affected)

The supervisor is required to report the incident to the head office management who will decide if it is reportable to the enforcement authority (eg. HSE). **If** it is, an appointed member of management will complete the online report within the time period specified by law. Details of the HSE accident reporting procedure are given below. Over 7 day injuries must be reported within 15 days to the HSE office (or the Local Authority Environmental Health Department) that serves the location of the accident. Deaths and specified injuries, which are RIDDOR reportable immediately, should be reported by the quickest possible means, then must be followed up by the official reporting form within 10 days via the HSE website portal.

Management will take the appropriate steps to ensure that the incident is investigated as soon as possible, that the results of that investigation are recorded on the internal accident investigation form, and that remedial measures are put into place to prevent a recurrence. Details of accident/incident are to be reported to Contracts Director and Operations & Logistics Manager so Toolbox Talk can be issued to all staff to prevent future recurrence.

If there is no supervisor in the area at the time of the incident then the employee suffering the injury **must** report the accident to management as soon as possible. A work colleague can undertake this responsibility if the injured person is unable to do this themselves.

If a member of the public (or other person who is not an employee) is injured as a result of a work activity by one of our



employees and that member of the public is taken to hospital for treatment, the accident/injury **must** be reported to company management **without delay**.

Where an incident has occurred that is classified as a dangerous occurrence it **must** be reported to management **without delay** – even if no one was injured.

ACCIDENT REPORTING TO THE HSE (Health and Safety Executive) under RIDDOR

For most types of incident, including:

- accidents resulting in the death of any person
- accidents resulting in specified injuries to workers
- non-fatal accidents requiring hospital treatment to non-workers
- dangerous occurrences

the responsible person must notify the enforcing authority without delay, in accordance with the reporting procedure. This is most easily done by [reporting online](#). Alternatively, for fatal accidents or accidents resulting in specified injuries to workers **only**, you can phone 0345 300 9923.

NB: A report must be received within 10 days of the incident.

For accidents resulting in the over-seven-day incapacitation of a worker, you must notify the enforcing authority within 15 days of the incident, using the appropriate online form.

Cases of [occupational disease](#), including those associated with exposure to [carcinogens, mutagens or biological agents](#), as soon as the responsible person receives a diagnosis, using the [appropriate online form](#).

ONLINE REPORTING

Reporting of all other incidents under RIDDOR must be submitted via the relevant online interactive form, available on the HSE Website.

- F2508IE Report of an injury.
- F2508DOE Report of a Dangerous Occurrence.
- F2508AE Report of a Case of Disease.
- OIR9BIE Report of an injury Offshore.
- OIR9BDOE Report of a Dangerous Occurrence Offshore.
- F2508G1E Report of a Flammable Gas Incident.
- F2508G2E Report of a Dangerous Gas Fitting.

Name: Nick Ashworth

Signed: *Nick Ashworth*

Position: Managing Director Date:

17 January 2025