



**Accident, Incident, Near Miss, Reporting, Recording  
and Investigation Policy**

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## About Subvision Surveys

Subvision Surveys is a niche provider of professional surveying services to Utilities, Asset owners and to the construction industry.

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## 1. Overview & Purpose of Manual

The health and safety of our staff at Subvision Surveys is paramount. As such, Subvision Surveys endeavours to comply with all relevant legislation

Occupational Health and Safety within Subvision Surveys is an integral part of day to day operations and is approached in much the same manner as other aspects of the administrative, production and logistical activities of the company.

Every incident involving damage to property or injury to personnel is required to be reported promptly. Any such incident that results in time lost from work or any minor incident that offers the potential for significant injury or damage is required to be formally investigated and the factors identified and acted upon to prevent re-occurrence.

Safety awareness programs, incorporating passive (e.g. safety posters, signs, banners) and active (discussions) components are ongoing within Subvision Surveys and these campaigns are supported by material provided by WorkCover.

The information contained in this manual sets out the Subvision Surveys required standards for health and safety. The standards apply to all employees (full-time, part-time and casual).

Whether their responsibilities are in the office or other locations, every employee must be familiar with our standards for Health & Safety.

These standards are required to ensure a safe working environment for our employees, which is of paramount importance to the Management of Subvision Surveys. These standards are required by law in the United Kingdom and must be adhered to.

We expect all employees to read and understand the requirements of this manual so that we continually improve the health and safety of our work environment.

There are some specific things that you must do:

- You must look after your own health and safety at work.
- You must not do anything that will harm yourself or your work-mates.
- You must use any safety equipment that you are given.
- You must obey your employer's safety rules.
- You must make sure that you do not take drugs or drink alcohol at work.
- You must participate in an induction and sign off to show that you understand what is expected of you.

You and Subvision Surveys may identify other hazards that are unique to your workplace; the safety rules for these can be added to this handbook.

Remember, you, your workmates and Subvision Surveys will all be better off when you follow the rules and work safely.

## 2. Policy Statement

This Policy has been produced in accordance with the Subvision Surveys Health and Safety Policy to ensure that all health and safety issues relating to Workplace Accidents/Incidents/Near Misses are adequately reported, recorded and investigated. This will ensure compliance with the Reporting of Injuries, Diseases and dangerous occurrences Regulations (RIDDOR) and thus prevent/ reduce the recurrence of the accidents, incidents, injuries and occupational ill health.

Subvision Surveys is committed to protecting the health, safety, welfare and wellbeing of its employees and others who may be affected by Subvision Surveys undertakings. It is essential therefore that everyone who works for or undertakes work on behalf of the Subvision Surveys adheres to the requirements of this Policy.

It is Subvision Surveys Accident, Incident, Near Miss, Reporting, Recording and Investigation Policy to ensure that:

- a) appropriate action is taken following an incident so as to prevent a recurrence
- b) all accidents, incidents, near misses and dangerous occurrences that arise out of or in connection with the work activity are reported and recorded using the hard copy forms;

- c) all employees are aware of their own responsibilities to report and record accidents, incidents, near misses, occupational ill health/disease and dangerous occurrences. They will be recorded against the following categories:
- i. minor injury
  - ii. injury
  - iii. occupational ill health
  - iv. near miss/ dangerous occurrence
  - v. road traffic incident
  - vi. verbal/ physical assault
  - vii. environmental incident
- d) all employees are aware of how to respond in the event of an accident, incident, near miss and dangerous occurrence;
- e) all incidents are investigated as appropriate and dependant on the seriousness of the incident;
- f) Subvision Surveys complies with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and reports to the Health and Safety Executive (HSE) as required;
- g) accidents and incidents are monitored and analysed to identify trends so that action can be taken as appropriate;
- h) health and safety performance will be monitored at a corporate, directorate and local level;
- i) the accident recording system is maintained, reviewed and updated as required
- j) all relevant statutory requirements and, where necessary, best practice guidance is adhered to.

### 3. Definitions

The following are key definitions for this Policy:

**Accident/Incident** – any unplanned event that results in injury or ill-health to people involved in Subvision Surveys activities, or damages equipment, property or materials but where there was a risk of harm. Subvision Surveys categorises the outcome (harm) of these accidents/incidents as the following:

- **Minor injury** – any minor injury such as a scratch, bruise, minor cut or grazing;
- **Injury** – any injury or ill-health which has arisen out of, or in connection with the work activity (excluding those categorised as minor injury)
- **Ill Health** – includes occupational diseases (as stated in schedule 3 of RIDDOR, occupational ill health and medical conditions contracted as a result of Subvision Surveys activities.
- **Near Miss** - any incident that could have resulted in injury, damage or loss but did not on this occasion but could in the future.
- **Dangerous Occurrence** – any unplanned event that is listed in schedule 2 of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- **Verbal & Physical Assault** - any incident, in which a person is abused, threatened or assaulted in circumstances relating to their work. This can include verbal abuse or threat as well as physical attacks of violence.
- **Road Traffic Incident** – any incident which causes injury or damage to a person, animal, vehicle or property whilst driving for work. This does not include any Road Traffic Incidents that happen on your commute to and from work, as it only applies when you are driving for a work activity (for example travelling to and from a location that is not your normal place of work, such as for meetings or training).
- **Environmental** – any incident which solely impacts on the environment, for example discharge to drainage, damage to flora and fauna and spillages

### 4. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

The regulations require fatalities and certain accidents, incidents and ill health to be formally reported to the Health and Safety Executive (HSE) as the enforcing authority, by the employer or “responsible person”. The regulations apply to accidents/incidents/ill health, which arise out of or in connection with work activities or the working environment, covered by the Health and Safety at Work etc. Act 1974.

The reports alert the HSE to individual incidents to enable them to target their activities and advise employers on strategies to help prevent injuries, ill health and accidental loss.

It is essential that managers and those responsible for signing off accident reports are fully aware of accidents/incidents that are "reportable" under RIDDOR so that Subvision Surveys can report them to the HSE as required and within the set timescale.

As with all accidents/incident, managers must ensure that all "reportable" accidents/incidents are recorded on a hard copy form and submitted to the relevant person in the Directorate as soon as is practically possible and by the quickest means possible e.g. fax/email. Dependant on the seriousness of the accident/incident it may require a telephone call to the Director and Health and Safety staff, as if there is a fatality this must be reported immediately to the HSE.

This will enable the Director and Health & Safety staff to submit a report to the HSE within the specified timescales to comply with the legislation.

Subvision Surveys ensures that all "reportable" accidents/incidents are notified to the HSE within the required timescale of **10 days** of the time of the accident/Incident. If there is a delay due to medical examination, this must be notified within **10 days** of the reportable injury or condition being confirmed.

It is a requirement that all Subvision Surveys **employee** "reportable" accidents/incidents/ill health are considered for a formal investigation to be undertaken. Where a manager is aware of a "reportable" incident, in addition to ensuring the completion of the accident report form, they should also immediately instigate a formal investigation. Dependant on the incident the Directorate Health & Safety staff may decide that they will need to be involved with the investigation or take a lead role in conjunction with relevant managers.

As the enforcing authority, when the HSE receives notification of a "reportable" incident, they may contact Subvision Surveys to request further information or choose to undertake an investigation themselves. The Director and H&S staff will liaise with and co-operate with the HSE as necessary and support the relevant manager with this process.

## 5. Organisation & Arrangements

### 5.1 Accident/Incident Reporting and Recording

Accident reporting and recording is an important part of Health & Safety management and is used as a tool to identify where and how the risk arose and to try to prevent re-occurrence. General accident/incident statistics can provide useful information and often indicate trends. It is important that all staff are aware of the need to report accidents/incidents, near misses and dangerous occurrences using the Subvision Surveys hard copy form. It is important that the reporting is not delayed due to access to the system/form as some accidents/incidents need to be reported to the HSE within designated timescales. Prompt and accurate reporting means that Subvision Surveys can take appropriate action to prevent a re-occurrence and provide support and assistance to affected staff as soon as possible after the accident/incident.

#### 5.1.1 Documentation

The Subvision Surveys hard copy reporting form should be used for the initial report. If a more formal investigation is required, the corporate accident/investigation form should also be completed. Your Director and Health & Safety Staff will be able to give advice on completing this form. A corporate witness form is also available for any witness statements. All of these forms are available in the Health & Safety Folder Appendices 9, 10 and 11.

Risk assessments should be reviewed after an accident/incident where relevant, to ensure remedial action is identified and taken where required so as to prevent a recurrence. Risk assessments must be updated as required and date recorded when this has been done. As part of an HSE investigation they will request copies of risk assessments for both before and after an accident/incident where relevant.

Should an accident/incident lead to an insurance claim against Subvision Surveys all of the above information will also be required by the Insurance Section.

In accordance with the Subvision Surveys retention of records policy all documents relating to accidents, incidents, near misses, occupational diseases, occupational ill health, occupational road traffic incidents and dangerous occurrences should be kept for a minimum of 5 years.

## 5.2 Accident Investigation

The purpose of any accident/incident investigation is to establish fact, determine the cause and take action to prevent re-occurrence - it is not to allocate blame! For this to be effective it is essential that every accident/incident, whether damage or injury is sustained or not, is recorded and investigated. The level of investigation will be proportionate to the injury, serious nature and the likelihood of it occurring again.

### 5.2.1. Initial/preliminary investigation

It is important that managers/supervisory staff carry out preliminary investigations as soon as they are made aware of the accident/incident as delay can cause confusion and complication. If people are injured, or where appropriate, the facts must be put down in writing and their version of events, and those of witnesses, must be established properly. This should include stating whether there was a root cause of the accident/incident. When the accident /incident report is fully completed a hard copy it must be sent to Directorate Health & Safety Staff. Remedial actions which need to be taken as a result are essential and must be recorded with details of who will implement the action and when it will be implemented and the actual implementation date if known at the time. If changes are required to systems of work or risk assessments as a result of the accident/incident these must be communicated to staff as soon as possible.

### 5.2.2. Formal Investigation

Some accidents/incidents will require a more formal investigation. If the accident is reportable under RIDDOR a full investigation should usually take place necessary details and information and including the attachment of any relevant documents. A full investigation may not always need to be completed for all RIDDOR incidents/accidents; however this will be determined by Directorate Health & Safety Staff. Some serious accidents/incidents may need formal investigation even if not reportable under RIDDOR.

Once reported under RIDDOR the HSE may launch their own investigation and will appoint their investigation officer, HM Inspector of Health and Safety. They may contact the reporting centre in the first instance for further information. They will visit the premises and will wish to interview all staff involved including the line manager and witnesses. They will ask for all paper work relating to the accident including the initial report, accident/incident investigation form and also copies of risk assessments (both before and after the accident/incident), training records, photographs, etc.

## 5.3 Analysis, Monitoring and Statistical Reporting


All data from accident/incidents will be analysed and monitored by Director and Health & Safety Staff and who will also monitor specific trends. This will enable them to identify area of concern, for example similar and frequent accidents generally or on one site or in one team or relating to specific activities or use of equipment etc. This may then lead to further investigation into the cause of these accidents/incidents for improvement on preventing re-occurrence. This data will be compiled in an agreed corporate format by the Director and Health and Safety staff and form part of their directors' annual report.

Managers are encouraged to retain, request and receive accident/incident statistics for their teams from their Director and take any necessary action.

## 6.0 Monitor & Review

To ensure the effective application of this Policy directorates are required to have in place arrangements for monitoring and reviewing its implementation at regular intervals. The Policy review needs to promote a cycle of continuous improvement; therefore any actions identified to ensure this, should be considered and implemented where reasonably practicable. Successful monitoring and review relies on commitment from managers at all levels and should therefore be included as an integral part of their business planning process.

This will ensure that legal compliance is being achieved and specific responsibilities of all staff are being discharged correctly.

Signed: (Employer)		Date:	01 <sup>st</sup> April 2021	
Subject to review, monitoring and revision by:	James Hook	Review Date:	1 <sup>st</sup> March 2022	Sooner if work activity changes