

Policy Statement

SCCS Survey Equipment Limited strives to promote Health, Safety and Welfare, achieved through the management of Health & Safety in accordance with current legislation and approved codes of practice.

The Company aims to eliminate hazards wherever possible. The Company recognises that it has a responsibility to provide a safe working environment and that this includes ensuring that all accidents/incidents are reported and properly investigated.

Policy Aim & Commitments

Company Commitments:

1. Completion of incident/accident reporting pertaining to all accidents, incidents, & close calls.
2. Investigation of incidents/accidents in accordance this policy and legislative requirements.
3. Review of risk management controls.
4. Effective roll out & communication of any safety measures implemented.
5. Maintain accident/incident statistical reporting (safety record).
6. Use records, investigations, and statistics to maintain/reduce incidences and/or reoccurrence.
7. Correct reporting to HSE in the event of a reportable event as set out in legislation.

Employee Commitments:

SCCS personnel shall be required to observe and comply with the following obligations:

1. Take reasonable care for the health & safety of themselves and other persons who may be affected by their acts or omissions whilst at work in accordance with Company Health & Safety Policy, training and other guidance.
2. All employees are required to report all accidents and incidents to the Management Team as soon as possible.
3. All employees are required to fully cooperate during any investigation. They must also ensure they do not obstruct or tamper with any materials or other evidence that requires segregation for investigation purposes.

Policy Aims:

1. Provide a clear structured framework for the investigation of accidents/ incidents.
2. Provide consistent data collection for analysis.
3. Compliance with all UK Health & Safety Legislation including RIDDOR Regulations.

Responsibilities

The responsibility for the implementation of this policy rests with the Managing Director who may delegate this to suitably competent personnel.

Scope

This policy applies to:

1. All SCCS personnel.
2. Visitors to and contractors working on SCCS premises.
3. SCCS personnel engaged in work activities off SCCS premises.

ACCIDENT & REPORTING POLICY

Policy Reference: 014.3.2014.PL
Revision No: 12
Date of 1st Issue: 17/03/14
Date of Revision: 27/03/2023
Reviewed by: R. Wankling
Approved by: K.Smith

Definitions

1. "Company" shall mean SCCS Survey Equipment Limited
2. "Accident" shall mean an unplanned event which may give rise to injury, ill health, property or plant damage or any potential loss including close calls. This must be work related.
3. "Incident" shall mean an event that compromises or is likely to compromise the safety, health, life and/or well-being of a person. The event must be work related.
4. "RIDDOR" shall mean The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

1. Legal Requirements & Standards Applicable

The Health & Safety at Work Act 1974

The Management of Health & Safety at Work Regulations 1999.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Network Rail: NR-L3-INV-3001 and modules

2. Reporting Requirements

2.1 General

2.1.1 There is a legal requirement for all accidents/incidents to be investigated by the Company and therefore all accidents/incidents must be reported to the Management Team.

2.1.2 All accidents/incidents must be reported immediately (from point of knowledge).

2.1.3 Investigations should be made, and an Accident Report Form must be completed within 48 hours of the event whenever possible. In the event of employee absences, as soon as is reasonably practicable

2.1.4 If the accident is a road traffic accident on a public road or another type of incident involving a company fleet vehicle on a public road, you must follow the reporting procedure as set out in the Company Collision Management Policy. Any incident/accident involving a fleet vehicle will be recorded and investigated by the Fleet Manager, data regarding trend analysis is kept by the car insurance company

2.2 Procedure for attending accidents

2.2.1 In the event of an accident employees will notify a first aider (to attend the patient).

2.2.2 The first aider shall ensure the accident site is safe (to avoid further incident/injury to others) but will avoid moving any materials which may require accident investigation (unless it is unsafe to do so).

2.2.3 First aid will be administered if required and noted in the first aid accident book (to include the name of the injured party, time, date, location of event, 1st aid administered, and any other action taken (such as taken to hospital).

2.2.4 The first aider will notify the Management Team of the accident/incident.

2.2.5 The accident site area will be cordoned off during investigation if appropriate.

2.2.6 The designated Health & Safety personnel (designated by Management) shall commence an accident investigation.

2.2.7 The designated Health & Safety personnel will complete the Accident Report Form in conjunction with the injured parties.

2.2.8 A copy of the completed Accident Report Form (including any recommendations for action) will be submitted to the Management Team for their sign off and review.

2.2.9 Statistical Accident Reporting information will be taken from the Accident Report Form and entered into the SCCS Accident Report Matrix.

2.2.10 A copy of the Accident Report Form will be retained and filed.

2.2.11 An injured party will be monitored informally post event to ensure recovery is made.

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2.2.12 Where an injured party is absent from work following an incident then time off will be monitored, with regular contact being established to establish recovery. In this instance a record must be retained detailing the dates and times of contact made.

2.3 Procedure for attending accidents (requiring external medical attention)

2.3.1 In the event of an accident requiring external medical attention the first aider (or other delegated SCCS personnel) shall summon a person to call an ambulance:

2.3.2 The assisting member of staff shall confirm the following information for ambulance crew:

- 2.3.2.i Company name and location
- 2.3.2.ii What happened (briefly).
- 2.3.2.iii Is the patient breathing/ conscious?
- 2.3.2.iv Is the patient bleeding heavily?
- 2.3.2.v Directions and how/where to access the premises
- 2.3.2.vi Obtain estimate for how long the ambulance is likely to be.

2.3.3 The first aider shall ascertain whether the patient has any allergies which should be notified to ambulance personnel on arrival.

2.3.4 The first aider and any assisting staff shall await the arrival of ambulance crew personnel and assist them as directed.

2.3.5 Accident investigation shall commence as soon as possible as indicated in 2.2 above. In particular as many details should be taken as possible before a patient is removed for treatment (so far as is safe and practicable given the circumstances that prevail).

2.3.6 Where a patient is not a member of SCCS staff the patient's name, address and a contact telephone number should be taken before the patient leaves site (for future/further investigation).

3. Accident, Incident and Close Call Reporting

3.1 General

3.1.1 There is a legal requirement for all workplace incidents to be investigated by the Company and therefore all workplace incidents and close calls (must be reported to the Management Team using an Accident Report Form.

3.1.2 Vehicle accidents on a public road must be reported via the procedure set out in the company Collision Management Policy.

3.1.3 An incident or close call may occur when a safety control measure fails to adequately control a hazard. An accident/injury may not have occurred but could have.

3.1.4 A hazard is the potential of a substance, activity, or process to cause harm.

3.1.5 Where an accident, incident or close call occurs this must be reported immediately to the Management Team who may then delegate investigations to Health & Safety personnel.

3.2 Incident and Close Call Reporting

3.2.1 Incident reporting shall be carried out as per 2.2 above save that no first aid attention shall be required.

3.3 Capture of accident/incident Statistical Reporting

3.3.1 All collated information pertaining to any workplace accident, incident or close call shall be captured and recorded on the SCCS Accident & Incident Summary which will be maintained by the Company Health & Safety Coordinator or other delegated competent personnel.

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4. Accident investigation & follow up

- 4.1 For all workplace accidents and incidents an Accident Report Form will be completed.
- 4.2 The following information should be attached to the Accident Report Form if it appropriate or required:
 - 4.2.i Statement from the patient.
 - 4.2.ii Statement from any witness.
 - 4.2.iii Photographic evidence.
 - 4.2.iv Sample of substance
 - 4.2.v Records of plant or equipment involved along with details of the company or personnel responsible for the upkeep of the relevant plant or equipment.

The obtaining & retention of the evidence listed in 4.2 above is particularly salient to major accidents and incidents.

- 4.3 When completing an accident or incident investigation it is recommended that the following areas should be considered & recorded:
 - 4.3.i Outline key factors.
 - 4.3.ii Personal Factors.
 - 4.3.iii Job Factors.
 - 4.3.iv Organisational Factors.
 - 4.3.v Environmental Factors.
 - 4.3.vi Findings, conclusion, recommendations
- 4.4 After an accident or incident (investigation) appropriate arrangements will be made to secure, clear and clean up the site.
- 4.5 The result of any investigation will be reviewed including the need to carry out any recommendations for control measure to ensure there is not a re-occurrence.
- 4.6 Any applicable risk assessment will be undertaken and/or reviewed along with its control measures.
- 4.7 Where required the Company will analyse the results of investigations with its retained external safety consultants.
- 4.8 The results of investigations shall be reviewed at Management Team meetings.

5. RIDDOR Reporting/Office of Road and Rail Reporting

- 5.1 There are legal requirements to report certain categories of incidents (reflected on the Accident Report Form) to the Health & Safety Executive.
- 5.2 Responsibility for compliance with RIDDOR reporting requirements shall rest with the Management Team. The mechanics of reporting may be delegated to a suitably responsible person/ Health & Safety Manager.
- 5.3 Reports must be completed within their required time limits. Failure to file a report or to file it within the specified time scales may result in the HSE levying fines.
- 5.4 Never assume an injury or incident does not require reporting. Always check the latest advice on reportable incidents and accidents by referring to the HSE advice on:
<http://www.hse.gov.uk/riddor/index.htm>
- 5.5 It is recommended current RIDDOR reporting requirements are checked after each incident unless the incident is merely a minor injury requiring only first aid with no time off.
- 5.6 Applicable incidents relating to rail must be reported to the Office of Road and Rail rather than RIDDOR.

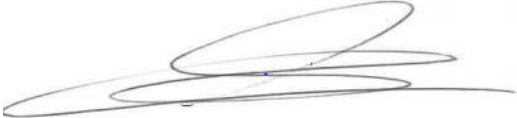
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6. Compliance

6.1 Any employee found to be in breach of the requirement to report an accident or incident in accordance with this policy and/or legislation may be subject to disciplinary action as appropriate.

Signed:



Print name: Kevin Smith

Position:

Managing Director
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Date: 27th March 2023
Next review: 26th March 2024