



First Aid/Accident/Incident & Near-Miss Arrangements/Procedure

Introduction

On Site Sunter Ltd ensures that all risks and hazards that could be found on site are reduced to a reasonably practicable level. All Sunter Ltd sites will have at least one qualified first aider who will be responsible for the immediate first aid of any casualties following work related accidents.

All First Aiders have been trained as to comply with the Health & Safety (First Aid) Regulations 1981. These First Aiders carry fully stocked First Aid Kits and have a means of contacting emergency services and Head office (mobile phone).

Minor Accidents/Incident

If a minor accident occurs, the following procedure must be adhered to.

Firstly, seek out the first aider (information on who this will be is available on the Employee Notice Board at the Site Office) and receive any first aid required.

Secondly report the accident/incident to the Site Manager (no matter how small the accident/incident may seem) so that the accident/incident can be entered into the Company Accident Book. The Site Manager will inform the Safety Manager of the accident/incident and the Accident Report will be kept by the Safety Manager at Head Office for future reference.

Accidents/Incidents requiring time off work

If an accident/incident causes you to miss time off work, the following procedure must apply.

- Firstly, the Site Manager will be aware of the accident/incident, and it will have been logged as described above.
- Secondly if you have seen a doctor, contact Head office as soon as possible to provide a copy of your Sick Note.
- If possible, phone Head Office daily to keep the company up to date on your recovery and to help program for your return to work.

On your return to work, complete an Absence Form and hand it in to Management.

Near Misses

A near miss is an accident/incident that does not result in an injury or damage to property. All near misses must be reported to either the Site Manager or the Safety Manager as if an injury or damage had resulted.

Why report accidents/incidents and near misses?

Accidents/incident and near misses must be reported so that procedures can be put into place to stop any reoccurrence.

Legal Requirements (RIDDOR)

It is the requirement of The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations to formally report any Major Accident (any fracture other than to the fingers, thumbs and toes, any amputation, any dislocation of a joint, any loss of sight either temporary or permanent, any electric shock, or any other listed by the Regulations).

It is also a requirement to report any fatality occurring because of a work-related accident/incident, and to report any accident/incident either major or minor that result in incapacity for more than three days (more than seven days away from work, not counting the day of the accident/incident).

Accident Investigation

Any accident, incident or reported near miss will be investigated. The depth of the investigation will depend on certain factors of the individual occurrence.

Minor incident and near misses will be recorded and logged to determine if any trends are evident or if any policies and/or procedures need reassessing.

Other accidents etc are investigated by the Health & Safety Manager, he will carry out an investigation and any findings are reported to the Company Directors. Actions are implemented on these findings.

If external bodies (HSE, Local Authorities etc) are involved in any accident etc, full co-operation is given by the company



First Aid/Accident/Incident & Near-Miss Arrangements/Procedure

Summary

Dealing with accidents and incidents that occur ensures that a safe place of work is achieved for employees and others who come into contact with the company's undertakings. Effective accident investigation and the implementation of remedial action (if required) ensures that Sunter Ltd policies and procedures are monitored internally and updated where necessary to keep in line with current best practice.

Policy Date: October 2023

Policy Written by:

Name: John Walker

Signature: *J. Walker*

Position: Health, Safety & Environment Manager

Planned Review Date: October 2024

Policy Reviewed by:

Name: Kevin Stubbs

Signature: *K. Stubbs*

Position: Company Director