Title of Policy:	**Accident Investigation**
Section:	**Health and Safety**

Purpose

Carers Choices has a duty to protect the health, safety and wellbeing of all persons who are associated with its activities. Accidents are to be avoided but will happen on occasion. This policy details the measures to be taken to investigate accidents, and to determine if additional measures, or a change in procedures may reduce or eliminate future occurrences.

Statement

Accidents are an unfortunate occurrence of day-to-day life. Most are avoidable and if proper care and attention are given to risk assessment prior to carrying out a task, the risks can be significantly reduced.

According to the Health and Safety Executive (HSE), in 2012-2013, 1.1 million workers suffered from a work-related illness and 148 workers were killed at work. 78,000 injuries were reported, and 175,000 over-seven-day absence injuries occurred.

Reporting accidents is covered by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). These regulations place a requirement on employers to report certain incidents and accidents to the HSE.

These include:

- deaths and certain specified injuries
- injuries resulting in incapacitation lasting seven days or more
- some work-related diseases
- dangerous occurrences (near misses)

- gas incidents

Accidents can and will happen, but with proper safety management techniques in place, we can keep them to an absolute minimum. The aim of this policy is to establish a clear incident-reporting and investigation procedure and to comply with all relevant legislation, including the:

- Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Procedure and Guidance

To ensure that any accidents, incidents and near misses are recorded, correctly investigated and, where appropriate, reported to the relevant authorities, we will:

- ensure that a clear accident, incident and near miss reporting protocol is communicated throughout Carers Choices.
- appoint a responsible person who will report reportable accidents/incidents/near misses to the relevant authorities.
- ensure all accidents and incidents are recorded in the accident book.
- investigate all accidents and incidents fully, to establish their root cause and to develop new procedures to reduce recurrence.
- review accident and incident statistics periodically, to identify trends.
- review this policy at least annually, but more frequently if necessary.

To fulfil our responsibilities as outlined above, we will:

- establish and communicate a clear accident, incident and near-miss reporting protocol, where any such occurrence is reported to the responsible person.
- provide easily accessible accident books for the reporting of accidents and incidents.
- appoint a responsible person to report appropriate accidents, incidents and near misses, and to provide training, where practicable.

- ensure all employees are aware of emergency procedures in the event of a major accident or incident.
- establish whether an accident or incident is reportable and contact the relevant authorities as soon as possible, through the online accident reporting toolkit.
- cooperate with the relevant authorities on any external investigations.
- investigate incidents fully, taking witness statements where possible, to establish their root cause and to develop new procedures to reduce recurrence
- ensure disciplinary action is taken if breaches of policy or misconduct are established by the investigation.
- ensure all elements of an accident, incident or near miss investigation are recorded and filed for future reference.
- protect the health, safety and welfare of our employees by providing appropriate support facilities (such as counselling) for those affected by the accident.
- periodically review accident, incident and near miss statistics to identify trends and set realistic timescales for improvement actions.

CQC Registration and Inspection Compliance

Key Questions and Quality Statements applicable to this Policy	Care Quality Commission (Registration) Regulations 2009 applicable to this Policy
Safe • Involving People to Manage Risks • Safe Environments **Well-Led** • Governance, management and sustainability	Regulation 18: Notification of other incidents

Legislative Compliance

Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 applicable to this Policy	Other legislation relevant to this Policy
Regulation 12: Safe care and treatment Regulation 17: Good governance Regulation 20: Duty of Candour	Health and Safety at Work etc. Act 1974 Management of Health and Safety at Work Regulations 1999 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Policy Reviewed on Date of Implementation by the Following Company Officer:

Full name:

Paul Ramsden

Job Title:

CEO

Signature:

P. Ramsden