



Accident Reporting Policy

Effective date: July 2018

Last Reviewed: August 2018

Reviewed By: Health and Safety Manager

Next Review: As Required (but no more than 12 months)

AK-Reliance Security Solutions LTD recognizes its work force as its most valuable assets. In order to maintain a healthy workforce and a safe environment for its employees, visiting workers and the public, it is essential to maintain a responsible attitude to health and safety. A central part to this attitude is to ensure that staff are visiting workers, and recognizing the importance of each and every incident and accident, and understand that incident and accident reporting procedures operated by AK-Reliance Security.

The Policy of AK-Reliance Security Solutions LTD is that all occupationally related incidents accidents and dangerous occurrences no matter how seemingly trivial, are recorded and investigation is carried out in to the causes of the accident, incident or dangerous occurrence so that a recurrence can be prevented.

Directors and Managers are responsible for implementing this policy.

Introduction:

The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 require every employer to investigate accidents and other unplanned occurrences in the work place to reduce, or where possible eliminate, the likelihood of reoccurrence.

This Procedure:

1. Establishes a structure for the reporting of accidents and near misses.
2. Detailed steps to be taken after an incident have occurred.
3. Provides guidance to the assessor for evaluating levels of risk of recurrence and there for wherever and investigation is required and to what level.

Applicability this procedure applies to all accidents involving AK-Reliance Security Solutions LTD personnel no matter where they are working.

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Responsibilities:

Health and Safety Manager- Person whose responsibilities include maintaining and reviewing the accident report system, recording all incidents and deciding on the level of investigation required, following up with the investigation and, in certain cases, insuring that 3rd parties (incident Contact Centre for RIDDOR) are notified of serious incidents to staff, visitors and contractors.

First aid Member- Responsible for treating the IP and completing the full circle FM Ltd accident report form. The form then needs to be handed to the Health and Safety Manager.

All other AK-Reliance Security Solutions LTD staff- Responsible for ensuring that all accidents/incidents/near misses are reported and Health and Safety Manager notified accordingly.

Methodology:

First aider is to be dispatched immediately to the IP.

After an accident/incident/near miss occurs the health and safety manager should be notified as soon as possible.

The duty first aider will assess and treat the IP and will liaise with other staff to organize transport to hospital if required- or wherever to phone for an emergency ambulance.

The Duty first aider will complete the accident report form as well as the first aid book that will always be with the property, they must also obtain a signature from the IP (if practical) and then hand the form over to the Health and Safety Manager.

The Health and Safety Manager will log the accident form.

The Health and Safety Manager will examine the accident Report and make a decision on the level of investigation required.

The accident report form will then be copied and sent to the personnel department, with the original staying in file indefinitely in the Health and Safety Managers File.

Records:

The original accident report form will be lodged for an indefinite period.

The accident details (minus the personal details) are logged as data for reviewed information. Accident report records form part of an annual Health and Safety audit by the Health and Safety Manager or any other person nominated by the Managing Director.