

ACCIDENT REPORTING POLICY AND PROCEDURE

Introduction

HSE figures for 2010/2011 show that 171 employees and self-employed people were killed as a result of accidents in the workplace. A further 200,000 sustained major injuries that meant they were absent from work for more than three days.

26.4 million Working days were lost due to work related illness and workplace injury.

Consistent and accurate information about the types and frequency of accidents and incidents is essential if Kemfa care is to effectively reduce work-related accidents and incidents.

Legal Requirement

Kemfa care has a legal requirement to ensure accidents and incidents are recorded, investigated and managed under the following legislation:

- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
- The Health and Safety (First Aid) Regulations 1981

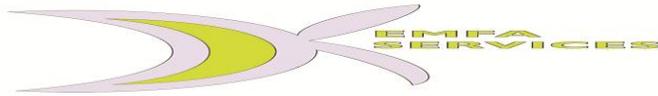
More serious accidents and incidents must also be reported by Kemfa care to the Health and Safety Executive as required under RIDDOR 95.

If Kemfa care is to develop systems for effective health and safety management, it needs clear and accurate data across a range of safety related issues. This need for data should be supported by a robust policy and procedure to ensure a consistent approach to reporting and recording accidents, incidents or near misses at work.

Purpose

The purpose of this accident reporting policy and procedure is to:

- Assist Kemfa care to meet legal requirements
- Ensure that all relevant details are recorded using a recognized consistent procedure
- Enable prompt remedial action to be taken by relevant personnel
- Ensure relevant staff, take appropriate action to minimize identified hazards/risks that may present a risk for others
- Provide a mechanism to report any incapacity for work that results from work place injury
- Review existing systems of work to prevent the recurrence of an accident/incident or near miss
- Identify frequently occurring incidents and 'hot spots'



- . Provide statistical information

Procedure

All accidents/incidents and near misses, however minor, to staff, Service Users, members of the public and contractors must be recorded using the appropriate type of report for and accompanying procedure. The specific form to be completed is dependent on who is injured, the severity of the accident/incident or near miss and the action taken. The Accident/Incident/ Near Miss Report Form (attached) should be used, completed and action taken as a result of the accident/incident or near miss.

Members of the Health and Safety Team will ensure that Accidents, Incidents and Near Misses that fall within categories identified under RIDDOR 95 will be reported to the Health and Safety Executive.

- . All employee accidents, incidents or near misses should be recorded on Kemfa care Accident, Incident and Near Miss Report Form and given to the Care Manager at the office.
- . Employees who suffer workplace abuse and/or violence should also use this form to record the incident.
- . Accidents involving non-employees such as visitors, contractors, members of the public should also be recorded in this way.
- . Any serious Service User accidents/incidents also need to be recorded on the Company's accident report form and a copy sent to the Health and Safety Team when:

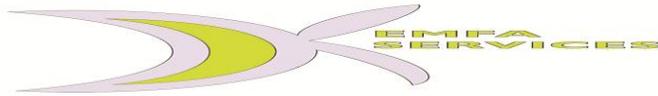
Action has been taken by the employee to manage the casualty such as calling 999 to provide further medical treatment on site and/or removal to hospital, or the accident/incident is 'arising out of or in connection with work'.

Accidents or incidents arising out of or in connection with work would include:

- . Whilst being assisted physically as part of a package of care
- . During the supervision of an activity
- . Caused by machinery, equipment or substances
- . In relation to the condition of the premises

Service User accident or incidents not requiring further medical treatment or not arising from or in connection with work (i.e. due to collisions, slips and falls) would be categorized as minor still need to be recorded.

It is also important to keep a record of 'near misses'. A near miss is an unplanned event that does not cause injury or damage, but could do so. It is therefore vital that action is taken to prevent a recurrence and/or injury and the Accident, Incident and Near Miss Form should be used for near miss recording.



Who Complete the Accident/Incident Record?

Every employee who is injured at work must inform their Health & Safety Officer as soon as possible after the accident. The employee will have complied with this duty if they enter the required information of the accident/incident form.

Accidents/incidents involving Service Users must be completed by staff as soon as possible after the incident using the accident/incident reporting form. This must also be logged in the accident book held at the office.

Any visitor or contractor who is involved in an accident or incident whilst on Kemfa care premises must report it to the person responsible, such as the Manager. All information regarding the accident/incident should be recorded using the appropriate documentation and reported immediately to the Health & Safety Officer.

Working in the homes of Service Users

All accidents, incidents or near misses to employees whilst they are at work at a Service User's home, must be recorded using the accident recording system.

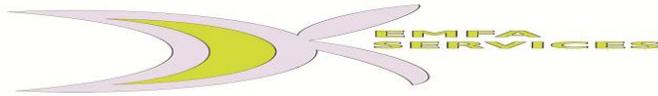
Where only Kemfa care recording system is used, but the accident/incident involves equipment, systems or processes which are the responsibility of the Service User, a copy of the accident reporting form should be given to the Service User also. This ensures that the Service User has the information necessary to assess the cause(s) of the accident and make any necessary changes to prevent recurrence.

Post Incident Action

Action following an accident/incident is required to prevent a recurrence which could result in further injury. To achieve this, the Manager and/or the designated person should use the following procedure:

- . Obtain appropriate treatment for the injured person
- . Make the area safe following the accident to safeguard other people in the vicinity. **If the accident results in major injury, the accident scene should be left undisturbed until an investigation is completed by an authorized officer.**
- . Ensure that the accident form is completed.
- . If necessary, take statements from all witnesses.
- . Review existing workplace risk assessments and safe systems or work in light of the accident Investigation.
- . Introduce additional control measures if necessary, and ensure that all employees are informed or trained appropriately.
- . Managers and/or the Health and Safety Officer should encourage the reporting of 'near misses' and, where appropriate, put in place control measures.

Implementation and Review



Kemfa care will ensure that sufficient information and training is provided to facilitate the effective implementation of this policy and procedure.

The Health and Safety Officer will ensure that accident recording systems are an integral part of their monitoring of workplaces, and that help and support is given to Managers to make the transition to the new Accident Recording Policy and Procedure and associated documentation.

Please note all accidents, incidents and near misses are to be reported to the Company Health and Safety Office, -----