

Contents

- 1. Purpose 2
- 2. Scope 2
- 3. Responsibility..... 2
- 4. References 2
- 5. Definitions 2
- 6. Measurement of process 3
- 7. First Aid Arrangements 3
- 8. Reporting and Record Keeping 3
- 9. Accident/Incident Investigation ~~4~~³

Change History			
Date	Issue	Approved	Reason for Amendment
26/03/2014	1	SN	First issue
09/06/2015	2	CH	MSF 009 references were changed to MSF 220
22/01/2018	3	CH	Updates to procedure to amend the issues raised by the most recent audit.

1. Purpose

This procedure defines the process Goody Demolition uses to conduct investigations following an accident or incident and to provide first aid.

This procedure ensures that Goody Demolition follows a standard method of investigation and collation of information required to determine the root causes of accidents and incidents and to implement corrective and corrective actions to prevent reoccurrence.

2. Scope

This procedure embraces all the activities involved in reporting and investigating accidents and incidents that have been, or could have been, detrimental to the health and safety of our employees

3. Responsibility

All Managers are responsible for the effective implementation of this procedure within the areas of their responsibility.

The Managers are responsible for the day to day monitoring and reporting of accidents and incidents to the Operations Manager and to ensure the appropriate records are completed.

The Operations Manager is responsible for the collation of information obtained from the Managers and recording their details on the appropriate logs.

Health and Safety advice is provided by H & K Health and Safety Services Ltd. Contact Kevan Ford 07795 820364 or Hilary White 07776 237775.

4. References

- Accident/Injury Record Sheet Accident/Injury Record Book
- Company Accident Investigation and Near Miss Form MSF 220
- Nonconformity Report Form MSF 005
- Staff Training & Competence MSP 012
- Nonconformities, Corrective and Preventive Action MSP 011
- NCR log MS Planning Workbook
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases, Dangerous Occurrences Regulation 1995 (RIDDOR)
- Investigating Accidents and Incidents HSG 245

5. Definitions

NCR: Nonconformity report used to document IMS system related deficiencies. In relation to this procedure it is used to record damage to property, products or the environment and record Dangerous Incidents.

Accident: Any unplanned event that results in injury or ill health of people with the exception of a Road Traffic Accident (RTC).

Dangerous Incident: An unplanned event that has not resulted in injury or ill health to persons but had the potential to do so.

RIDDOR: The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), place a legal duty on employers to report work-related deaths, major injuries or over-seven-day injuries, work related diseases, and dangerous occurrences (near miss accidents)

6. Measurement of process

- 6.1. Number of Accidents and or Dangerous Incident types and any underlying trends.
- 6.2. Number of NCR's raised that can be attributed to accidents.

7. First Aid Arrangements

- 7.1. First aid kits are provided within the Goody Demolition offices, site offices and in each company vehicle.
- 7.2. Goody Demolition Ltd's management will dedicate member(s) of staff to be trained in First Aid at Work and to be responsible for First Aid and the related procedures. The company will ensure that sites always have a member of staff with First Aid at Work training (minimum 1 per site). The office must also have dedicated First Aiders (minimum 1), however the company must also arrange for back-up First Aiders to be available and trained in case the designated First Aider(s) are ill / on holiday / on leave.
- 7.3. First aid kits are regularly checked by the Supervisors or their delegates to ensure they remain adequately stocked and that the contents remain in date.

8. Reporting and Record Keeping

- 8.1. If the incident only resulted in damage to property or product and was not considered to have caused potential harm to people an NCR should be completed in accordance with MSP 011. If the incident resulted in actual or potential injury or ill health to people, then the process below should be followed.
- 8.2. Following an accident or incident the Operations Manager must be informed as soon as practically possible. Where appropriate the Supervisor will ensure the area of the accident/Incident is isolated and remains in situ.
- 8.3. If an injury has been suffered the Supervisor should notify the Operations Manager and ensure a record is made in the accident book. If the injury requires investigation an NCR shall also be raised to record the root cause and subsequent corrective action taken.
- 8.4. The Operations Manager will determine if the incident is reportable to the Health and Safety Executive under the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR).
- 8.5. The Operations Manager will be responsible for ensuring the accident or Dangerous Incident is reported in accordance with RIDDOR regulations.
- 8.6. The Operations Manager will inform our Notified Body of any reportable incidents/accidents.
- 8.7. Accident statistics shall be collated and reported at the quarterly Management Review Meeting.

9. Accident/Incident Investigation

- 9.1. If an investigation is required, the Operations Manager will assign a suitably competent person to carry out the investigation.
- 9.2. An investigation should be carried out as soon as possible following the event. It will ensure that all forms are fully completed and that all persons involved in the incident including witnesses are given the opportunity to contribute to the investigation. All reports shall be written in an unbiased manner to provide a fair and balanced assessment of the event. The object of the investigation is to identify the root cause to enable appropriate preventive and corrective action to be taken to prevent reoccurrence.
- 9.3. The investigator will also be responsible for gathering supporting evidence to the cause of the accident/incident by gathering all key inputs where applicable and complete the Accident Investigation Form MSF 220.
- 9.4. Typical information an Investigator would be expected to gather is but not limited to:
- Time, date and place of event
 - Circumstances including weather conditions, lighting levels etc.
 - Persons involved
 - Witness statements
 - Risk assessments, maintenance records, COSHH assessments etc.
- 9.5. Once all the information has been gathered and collated, the investigator will review all documentation, complete the NCR and submit their findings to the Operations Manager with all supporting documentation.
- 9.6. Based on the recommendations of the investigation the Operations Manager must be advised of the date and time of completion of all immediate preventive and corrective actions taken.
- 9.7. Further corrective measures may need to be taken to provide a robust solution to preventing reoccurrence these measures should be completed in a timely manner. If any measures are expected to take longer a corrective action plan shall be created and submitted to the Operations Manager. This plan must be submitted within 14 working days from the date of the completed investigation
- 9.8. Following the investigation the risk assessments, method statements and safe systems of work concerning the tasks during which the incident or accident took place should be reviewed to determine if any changes are necessary to reduce the risk of reoccurrence.
- 9.9. All changes to risk assessments and safe systems of work must be approved by the Operations Manager.
- 9.10. Upon completion of the investigation the Investigator will create a file of all investigation documentation and pass to the Operations Manager for filing.