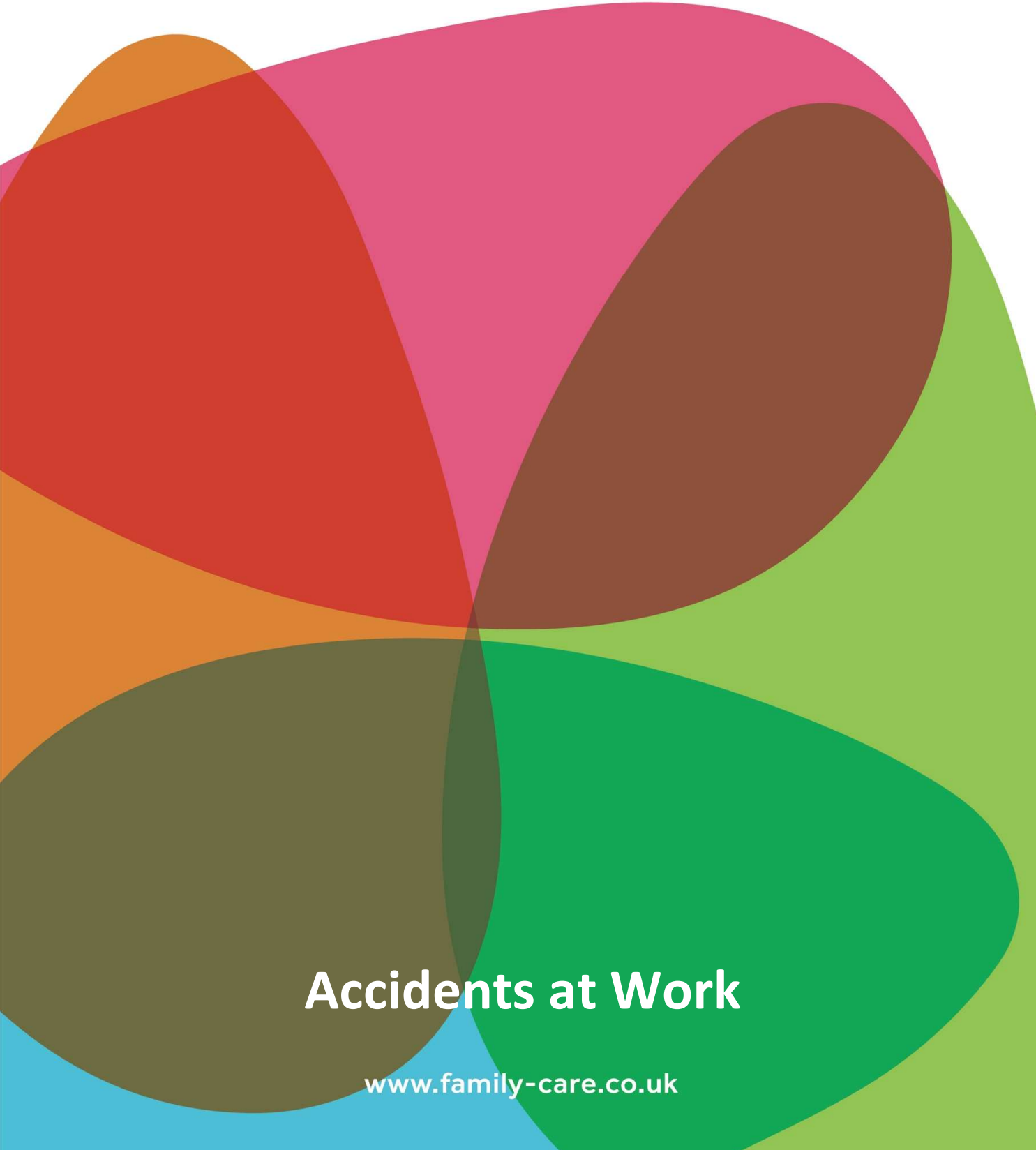


FamilyCare

Healing pasts • Building futures

An abstract graphic composed of several overlapping, rounded, organic shapes in various colors: pink, red, brown, green, olive, orange, and blue. The shapes overlap in a way that creates a sense of depth and movement, with some colors appearing more prominent than others.

Accidents at Work

www.family-care.co.uk

Accidents at Work Policy

Implemented/Reviewed: September 2026

Date of Next Review: September 2027



1. Policy Statement and Aims

Family Care is committed to ensuring the health, safety and welfare of all employees, children, visitors, and contractors.

This policy sets out the arrangements for:

- Recording accidents and near misses
- Reporting incidents in line with legal requirements
- Investigating incidents to prevent recurrence

2. Scope

This policy applies to:

- All employees
- Agency staff
- Volunteers
- Contractors
- Any person working on behalf of Family Care

3. Relevant Legislation

This policy is informed by:

- 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 (RIDDOR) 2013
- Health and Safety (First Aid) Regulations 1981
- Data Protection Act 2018 and UK GDPR

4. Roles and Responsibilities

4.1 Board of Directors

The Board of Directors has overall responsibility for health and safety and the implementation of this policy.

4.2 Managers

Managers must:

- Ensure all accidents and near misses are recorded
- Investigate incidents promptly
- Ensure appropriate action is taken to prevent recurrence
- Escalate reportable incidents in line with RIDDOR

4.3 Employees

All staff must:

- Take reasonable care for their own health and safety and that of others
- Follow all safety procedures and instructions
- Report accidents, incidents, and near misses immediately
- Cooperate with investigations
- Failure to comply may result in disciplinary action.



5. Accident and Near Miss Reporting

5.1 Immediate Action

- A trained first aider must be contacted for all accidents
- A suitably trained first aider must be available at all times in accordance with service requirements

5.2 Recording

- All accidents and near misses must be recorded as soon as possible
- Records must include:
 - A full description of the incident
 - Details of injury or near miss
 - Actions taken
- Records must be completed using:
 - Clearcare
 - Behaviour Watch
 - Paper accident book (where appropriate)
- All records must be countersigned by a line manager

5.3 Near Misses

A near miss is any incident that did not result in injury but had the potential to do so.

All near misses must be:

- Recorded
- Reviewed by management
- Used to inform preventative action

6. Investigation Process

- All accidents must be reviewed by the line manager as soon as practicable
- For more serious incidents:
 - Witness statements must be obtained
 - First aider statements must be completed where applicable
- Investigations must:
 - Identify causes
 - Determine whether procedures were followed
 - Recommend improvements
- Following investigation:
 - Risk assessments must be reviewed and updated

7. RIDDOR Reporting

Certain incidents must be reported to the Health and Safety Executive (HSE) under RIDDOR 2013.

7.1 Reportable Incidents

The following must be reported:

- Deaths
- Specified serious injuries
- Work-related injuries resulting in absence from work of **more than 7 consecutive days**
- Dangerous occurrences
- Certain occupational diseases
- Any injury sustained at work that results in an employee who is unable to perform their normal work duties (returns on light duties) even for a limited time.

7.2 Over 3 Day Injuries

- Injuries resulting in more than 3 days absence must be:
 - Recorded internally
 - Monitored
- These are **not reportable under RIDDOR unless exceeding 7 days**

7.3 Reporting Responsibility

- Managers must immediately notify Business Support of any potentially reportable incident. Business Support will coordinate submission of any required RIDDOR report.
- Reports must be made within required legal timescales

8. Documentation and Record Keeping

- All accident records must be:
 - Accurate
 - Completed promptly
 - Stored securely
- Records must be retained in line with:
 - Legal requirements
 - Insurance guidance
 - Data protection legislation

9. Monitoring and Review

- Accident data will be reviewed regularly to identify trends
- Lessons learned will be shared where appropriate
- This policy will be reviewed annually or sooner if legislation changes

