

# FamilyCare

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An abstract graphic composed of several large, overlapping, rounded shapes in various colors: orange, pink, red, brown, green, olive, 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](http://www.family-care.co.uk)

# Accidents at Work Policy

Implemented/Reviewed: July 2025

Date of Next Review: July 2026



## Accidents at Work

### 1. About this policy

1.1 This policy sets out our arrangements for ensuring we correctly record any accidents (or near misses) that occur in the workplace in order to look at preventing future incidents. Relevant legislation being RIDDOR 2013 and Health and Safety at Work Act 1974.

1.2 Family Care Board of Directors have overall responsibility for health and safety and the operation of this policy.

1.3 This policy does not form part of any employee's contract of employment, and we may amend it at any time. We will continue to review this policy to ensure it is achieving its aims.

### 2. Your responsibilities

2.1 All staff share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment. All Agency staff must be fully inducted also with regards to Health and Safety and the induction checklist completed and returned to Business Support for storage.

2.2 You should report any health and safety concerns immediately to your line manager and accident which occurs during the performance of your duties must also be reported to your line manager.

2.3 You must co-operate with managers on health and safety matters, including the investigation of any incident.

2.4 Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

### 3. Accident recording and first aid

3.1 Details of first aid facilities and the names of trained first aiders are displayed on the notice boards for schools and offices.. A first aider or first responder must be contacted when any accident at work happens. In residential, all staff are first aid trained.

3.2 All staff will self-record accidents, but these must be counter signed in Clearcare, Behaviour Watch or paper accident book by line managers. If an accident causes a person to be incapacitated for over 3 days a separate witness statement must also be completed by any first aider (if used) to state what treatment was given and what they witnessed in terms of injury/observation of injury occurring/casualty recollection of incident and what further advice they gave the injured person.

3.3 A full description of the accident must be completed. For any accident that incapacitates a person for over 3 days a witness statement must be completed by all adult witnesses stating exactly what they saw (or heard if not facing the accident) and anything that lead up to this.

3.4 Witness statements and first aider statements (if applicable) for accidents at work which incapacitate a person for over 3 days must be submitted to Business Support as they may be required if an accident is RIDDOR reportable.

