

## **ACCIDENT PREVENTION, INVESTIGATION AND REPORTING**

Yes accidents happen we all know that but as an employer you have a duty under The Health and Safety at Work Act 1974 to ensure so far as is reasonably practicable the health, safety and welfare at work of all your employees and visitors.

Section 2 of the HASAW Act requires that the employer provides:-

- safe plant and systems of work
- a safe place of work with safe means of access and egress
- a safe working environment
- the provision of any necessary information, instruction, training and supervision
- the safe use, handling, storage and transport of articles and substances

### **STEP 1 – PREVENTION**

We at CSATS can help you to put into place safe systems of work and provide advice to help minimise the likelihood of an accident happening as **prevention** is a far better option than having to sort out the mess afterwards.

Preventative measures include:-

- having suitable, sufficient and sustainable risk assessments
- near hit recording and actioning
- carrying out regular Safety Inspections
- having robust Safe Systems of Work
- staff training on general safety and hazard spotting as well as the job in hand

### **STEP 2 – RECORDING**

All accidents or near hits must be recorded in a proper manner and kept on record. Accident reports must be kept for a minimum of 3 years with near hit reports for as long as your Operational Safety Procedure dictates. Both are valuable sources of information by identifying possible trends and/or issues within your organization.

These records are best done straight away.

### **STEP 3 – INVESTIGATION**

If an accident does occur CSATS can either carry out or assist in the carrying out of an Accident Investigation with the aim of finding out what went wrong, why it went wrong and formulating new control measures to prevent any reoccurrence of the accident.

Accident Investigations require a fair bit of fact finding:-

- from the injured party
- from witnesses
- about the working environment
- about the task being undertaken
- what best practices there are
- what regulations cover the task

The fact finding from the injured party and witnesses needs to be done straight away or very quickly after the event so that pertinent details are not lost or altered within our memories.

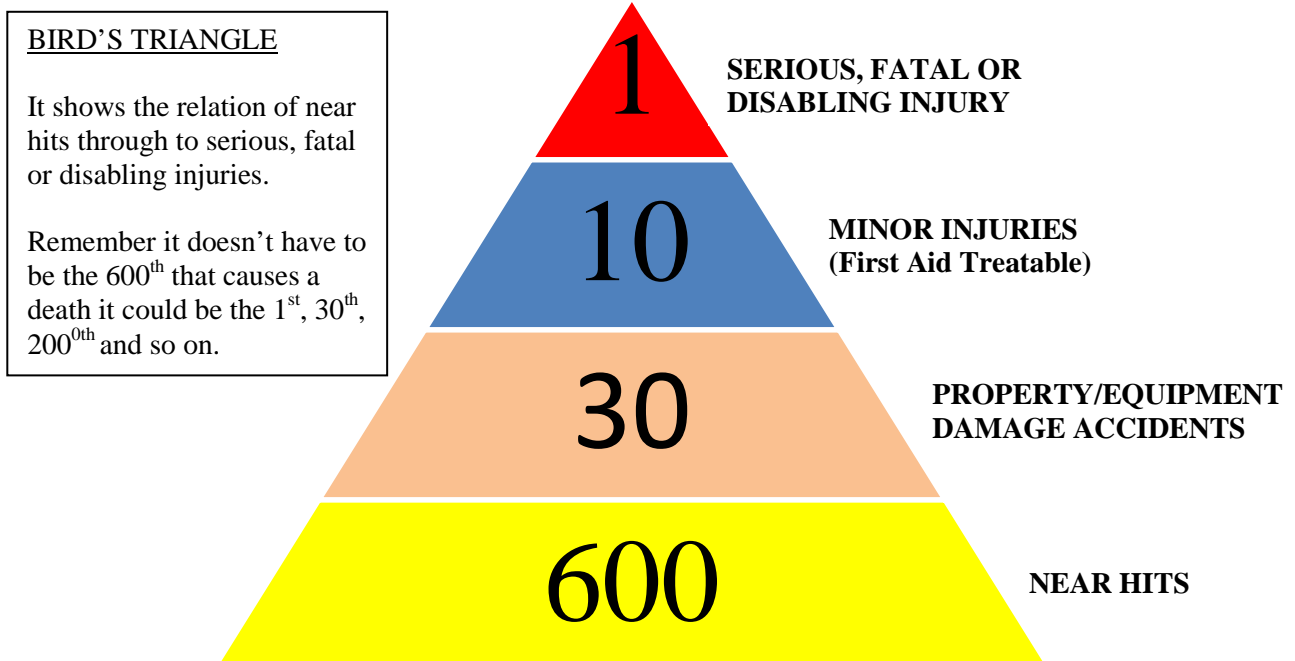
Once all the above has been collected the root and immediate causes are then determined with, if required, new control measures developed.

All this information is presented back to you in a report for you to digest and, if required, action any deficiencies to hopefully prevent reoccurrence of the accident. It could also show that you did nothing wrong and your safety systems are working correctly.

#### **STEP 4 – REPORTING TO RIDDOR**

We are able to advise you of your legal duties on reporting injuries, diseases and dangerous occurrences should one happen. We can on your behalf complete the report for you.

Not all accidents need to be reported but it is important that those that are do get reported to enable future accurate statistics and more importantly to ensure you are complying with current regulations.



If you require further information on how CSATS Health and Safety Consultants can help you in meeting your health and safety requirements please contact us on 07785 580376 or [consultancy@csats.co.uk](mailto:consultancy@csats.co.uk)

# *CSATS Ensuring Safety @ Work*