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Reporting of Accidents and/or Near Misses

All near misses should be recorded in the Sambhana care Ltd Accident book which is located in the main office and is held by the Service Manager, so that action can be taken to avoid future injury. As soon as possible the incident must be reported with as much detail as possible.

All accidents should also be recorded in the Accident book by the person who has had the accident, where possible. If necessary the accident should be fully investigated and reported under the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences) Regulations 1995. Reporting of accidents and ill health at work is a legal requirement. A report will need to be made to RIDDOR if there is a death or major injury, a work related injury that leads to the victim unable to work for over seven days (not counting the day the accident happened), a reportable work related disease or dangerous occurrence i.e. if something happens which does not result in a reportable injury but which clearly could have done. Further information can be downloaded from the Health and Safety Executive website around the reporting of accidents under the RIDDOR Regulations 1995 – www.hse.gov.uk.

All accidents reportable under RIDDOR should also be notified to the service manager who has ultimate responsibility for the Health and Safety of the organisation.

Signed: B.S.RANA

Position: Director

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