

**COPDOCK and WASHBROOK PARISH COUNCIL**  
**ACCIDENT REPORTING POLICY & PROCEDURES**

**1. Aim of the Policy**

This policy is intended to set out the values, principles and policies underpinning the Parish Council's approach to accident reporting to enable the organisation to meet the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and to take action to prevent the reoccurrence of incidents in the future as far as it is possible to.

**2. Accident Reporting Policy**

Copdock and Washbrook Parish Council will comply fully with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Parish Council members and employees are individually and collectively responsible for ensuring that:

- a. all accidents and incidents involving injury to staff or service users are reported and recorded, no matter how minor
- b. all reported accidents and incidents are fully investigated
- c. the results and recommendations from investigations are fully implemented to prevent or minimise any recurrence of such incidents
- d. if the incident involves equipment, fixtures or property owned by the Parish Council, the equipment, fitting or property is to be taken out of use until inspected and found fit for use by a competent technical expert.

A record is to be compiled and retained of:

- a. the date, time and place of any incident reported
- b. the name, address and occupation of injured or ill person
- c. the details of any injury/illness and what first aid was given
- d. whether an ambulance, paramedic or first responder attended
- e. the name and signature of the first aider or person dealing with or witnessing the incident
- f. the subsequent location of the person immediately following the incident (for example, went home or to hospital).

**3. Reporting Process**

As soon as an incident is reported to the Council, the accident reporting and investigation process shall be initiated. All Council members shall be informed no later than the next Council meeting following the incident.

**4. Accident Reporting and Recording**

An Incident/Accident report is required when a Council member or an employee experiences any injury, however slight, whilst undertaking Parish Council duties.

When informed of an incident any Copdock and Washbrook Parish Council member, officer or employee is to:

- a. report fatal accidents immediately to the Parish Council Chair, nominated Council member and the Clerk
- b. report major injuries immediately to the Parish Council Chair and the Clerk
- c. report dangerous occurrences immediately to the Parish Council Chair and the Clerk.

Three types of records are to made.

1. A completed Accident/Incident report form:

Forms are available from the Parish Clerk. These should in the first place be filled in by the person suffering from the accident or by a Parish Council member or the Clerk. The form is to be counter-signed by any witness/es and passed to the Clerk.

2. An entry in the Parish Council Accident Book:

Held by the Clerk for all incidents/accidents on any Parish Council facilities whether they are notifiable<sup>1</sup> or not.

3. For notifiable Note 2 incidents/accidents:

HSE report form F2508 are also to be completed. These forms are required to be completed and sent to the relevant enforcing authority within 15 days of the incident or accident.

## **5. Record Keeping**

Written records of reportable accidents and dangerous occurrences (i.e. those which must be reported to the appropriate enforcing authority) are to be kept the Clerk for a minimum of three years.

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<sup>1</sup> Fatal accidents, major injury/accidents and dangerous occurrences must be reported immediately by telephone to the enforcing authority by the Parish Council Chair or nominated officer and followed up with the appropriate form. Telephone notification should always be followed up with submission of form F2508. Copies of the completed form should be kept.

On-line reporting and relevant reporting forms can be found at [www.hse.gov.uk/forms/incident/index.htm](http://www.hse.gov.uk/forms/incident/index.htm)