

Accident Reporting Procedure

1. Purpose

The purpose of this procedure is to ensure that:

- All accidents, incidents and near misses are reported promptly
- Injured persons receive appropriate assistance
- Legal reporting requirements are met
- Root causes are identified
- Corrective actions are implemented
- Future incidents are prevented

This procedure supports Rosbo LTD's commitment to maintaining a safe working environment.

2. Scope

This procedure applies to:

- Employees
- Subcontractors
- Agency workers
- Visitors
- Clients
- Members of the public affected by our activities

It applies to incidents occurring:

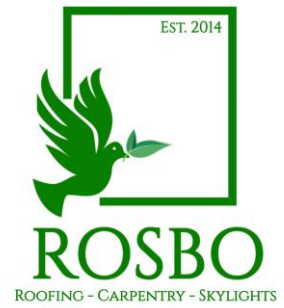
- On construction sites
 - At client premises
 - At company premises
 - During work-related travel
 - During any activity undertaken on behalf of Rosbo LTD
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3. Definitions

Accident

An unplanned event resulting in injury, ill health, damage or loss.

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Near Miss

An unplanned event that did not result in injury but had the potential to do so.

Dangerous Occurrence

A specified serious incident reportable under RIDDOR.

Work-Related Ill Health

Medical conditions caused or worsened by work activities.

4. Responsibilities

Director

Responsible for:

- Ensuring compliance with legal reporting requirements
- Submitting RIDDOR reports where required
- Overseeing investigations
- Implementing corrective actions
- Reviewing incident trends

Site Supervisors

Responsible for:

- Ensuring immediate response to incidents
- Securing the scene where necessary
- Recording accident details
- Conducting initial investigations

Employees & Subcontractors

Responsible for:

- Reporting accidents immediately
- Reporting near misses
- Cooperating with investigations
- Following corrective measures

5. Immediate Actions Following an Accident

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In the event of an accident:



1. **Stop work immediately if necessary**
2. Make the area safe
3. Provide first aid (if trained personnel are available)
4. Contact emergency services if required
5. Prevent further injury or damage
6. Notify the Site Supervisor or Director immediately

Under no circumstances should the scene be disturbed unnecessarily if the incident is serious and may require investigation by authorities.

6. Recording Accidents

All accidents, however minor, must be recorded in the company Accident Book.

The record should include:

- Date and time of incident
- Location
- Name(s) of person(s) involved
- Nature of injury or incident
- Description of events
- Witness details
- Immediate actions taken

Records will be retained in accordance with data protection requirements.

7. RIDDOR Reporting

Certain incidents must be reported to the Health and Safety Executive under RIDDOR.

Reportable Incidents Include:

- Deaths
- Specified serious injuries
- Injuries resulting in over 7 days' absence from work
- Dangerous occurrences
- Occupational diseases
- Gas incidents

The Director is responsible for submitting RIDDOR reports within the legally required timeframe.

8. Near Miss Reporting

Near misses must be reported and recorded.

Examples include:

- Falling objects narrowly missing personnel
- Scaffold instability
- Electrical faults
- Slips or trips without injury
- Equipment failure

Near miss reporting is encouraged as a proactive safety measure.

9. Investigation Process

All incidents will be investigated proportionately to their severity.

Investigation Steps:

1. Gather facts and statements
2. Photograph the scene (where appropriate)
3. Review relevant risk assessments
4. Identify root causes
5. Identify control failures
6. Recommend corrective actions

Investigations focus on identifying system improvements rather than assigning blame.

10. Corrective & Preventative Actions

Following investigation:

- Control measures may be revised
- Risk assessments updated
- Additional training provided
- Equipment replaced or repaired
- Work procedures amended

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Actions will be documented and monitored to ensure completion.



11. Serious Incidents

In the event of a serious accident:

- Work will cease immediately
- The site will be secured
- The Director will be notified
- The HSE may be informed
- Full cooperation will be provided to authorities

No admission of liability should be made at the scene.

12. First Aid Arrangements

Rosbo LTD ensures:

- Adequate first aid kits are available
- At least one trained first aider is available where required
- First aid kits are regularly checked and replenished

First aid provision is reviewed periodically.

13. Insurance Notification

Where required, insurers will be notified promptly following:

- Serious injury
- Property damage
- Public liability incidents
- Claims from third parties

Documentation will be retained for insurance purposes.

14. Communication

Following an incident:

- Relevant personnel will be briefed
- Lessons learned may be shared
- Procedures may be updated

Confidentiality will be maintained.

15. Record Retention

Accident records will be retained for a minimum of:

- 3 years (general guidance)
- Longer where legally required
- Longer in the case of serious incidents

Data will be stored securely in accordance with the Data Protection Policy.

16. Monitoring & Review

The Director will:

- Review accident trends annually
- Analyse recurring hazards
- Evaluate effectiveness of control measures
- Review this procedure annually

Patterns of incidents will be addressed proactively.

17. No-Blame Reporting Culture

Rosbo LTD promotes a positive safety culture.

Employees and subcontractors are encouraged to:

- Report hazards
- Report near misses
- Raise safety concerns

No individual will be penalised for reporting incidents in good faith.

18. Continuous Improvement

Rosbo LTD is committed to:

- Learning from incidents
- Improving safety planning
- Reducing accident frequency
- Strengthening supervision
- Enhancing training

Safety is a continuous improvement process.

19. Policy Commitment

Rosbo LTD recognises that prompt and effective accident reporting is essential for:

- Legal compliance
- Injury prevention
- Protecting workers and the public
- Maintaining professional standards

No task is so urgent that safety can be compromised.