Policy and procedure on accident investigation

# General Statement

Whenever an incident involving an accident, ill health, a near miss or any kind of dangerous occurrence happens on the organisation’s premises or during the course of any of the organisation’s work activity, an investigation must take place.

This applies whether the incident in question involves employees, visitors, members of the public or contractors. In the case of contractors, the organisation will do its best to cooperate with their employers during the investigation if this is necessary.

It is the policy of the organisation to ensure any of the above incidents are investigated by trained and experienced individuals. The purpose of this investigation is not to find fault or direct blame, but to understand how it happened so we can prevent it from happening again wherever possible.

# Purpose

The purpose of any incident investigation is as follows:

* To ensure that all relevant information surrounding the incident and the circumstances leading up to it is collected, recorded and collated.
* To understand what event or sequence of events led up to the incident.
* To understand if any unsafe actions, inactions or conditions caused or contributed to the cause of the incident.
* To identify any underlying causes of the incident.
* To identify any immediate actions that can be taken to prevent the incident from reoccurring in the near future.
* To identify any changes that need to be made to processes, equipment, policy or other aspects of working in order to prevent the incident - or a similar incident - from reoccurring in the long term.
* To prepare a full, comprehensive report of the incident and circulate it to all relevant individuals.
* To ensure all legal and statutory requirements are adhered to.

# Process

To ensure investigations proceed quickly, fairly and effectively, any employee assigned to investigate an incident will be given full access to the scene of the incident and any other part of the workplace they deem necessary to carry out the investigation.

They will also be given access to any documentation they deem necessary for the investigation, acting in accordance with any requirements of the Data Protection Act 1998.

Any information the investigators deem necessary will be collected and collated. This can involve taking audio recordings, samples and physical evidence, as necessary. Interviews of individuals involved in the incident may also be carried out and recorded in accordance with the training and guidelines issued.

# Remedial action

The organisation will implement any recommendations made by the investigators in order to make the workplace safer, as long as they are reasonably practicable. If any remedial action is taken, employees will be fully involved and provided with the necessary information, instruction and training.

# Staff selection

The organisation will select employees to act as investigators. The decision will be made based on the ability to meet the objectives of the investigation, and investigators will be provided with all appropriate information and resources, as well as with mandatory training to enable them to interview others and investigate effectively.

The lead investigator for all incidents will be:

Other employees may be asked to cooperate and participate in the investigation if they have relevant experience, knowledge

or skills that could help.

# Training

Employees selected to carry out investigations will be provided with suitable training on elements such as interview techniques, report writing and investigative procedures. The purpose of this training will be to enable them to investigate as effectively as possible. This training will be mandatory.

# Safety representatives and employees

All employees will be required to cooperate with the investigation and provide any required information to the investigators. Recognised trade union safety representatives or other employee representatives will also be

encouraged to participate in the investigation and will be provided with any necessary information.

# Enforcing authority

If the local enforcing authority also wishes to carry out its own investigation, the organisation will cooperate fully and endeavour to meet all its legal responsibilities.

# Equipment

All equipment needed for investigations will be supplied to investigators, who will receive training in its use if necessary. This equipment must be suitably stored and well-maintained.

# Records and Reports

As soon as it is reasonably practicable to do so, all relevant individuals will receive a copy of the completed incident report. Employees and their representatives will have access to any past reports as long as it is reasonably practicable to provide them with this.

Incident reports and any other records of the incident will be stored in accordance with the company’s policy on record keeping and the Data Protection Act 2018.

# Responsibility

is responsible for the implementation of this policy.

Signed

Date

Date of Review (recommended 3 years)