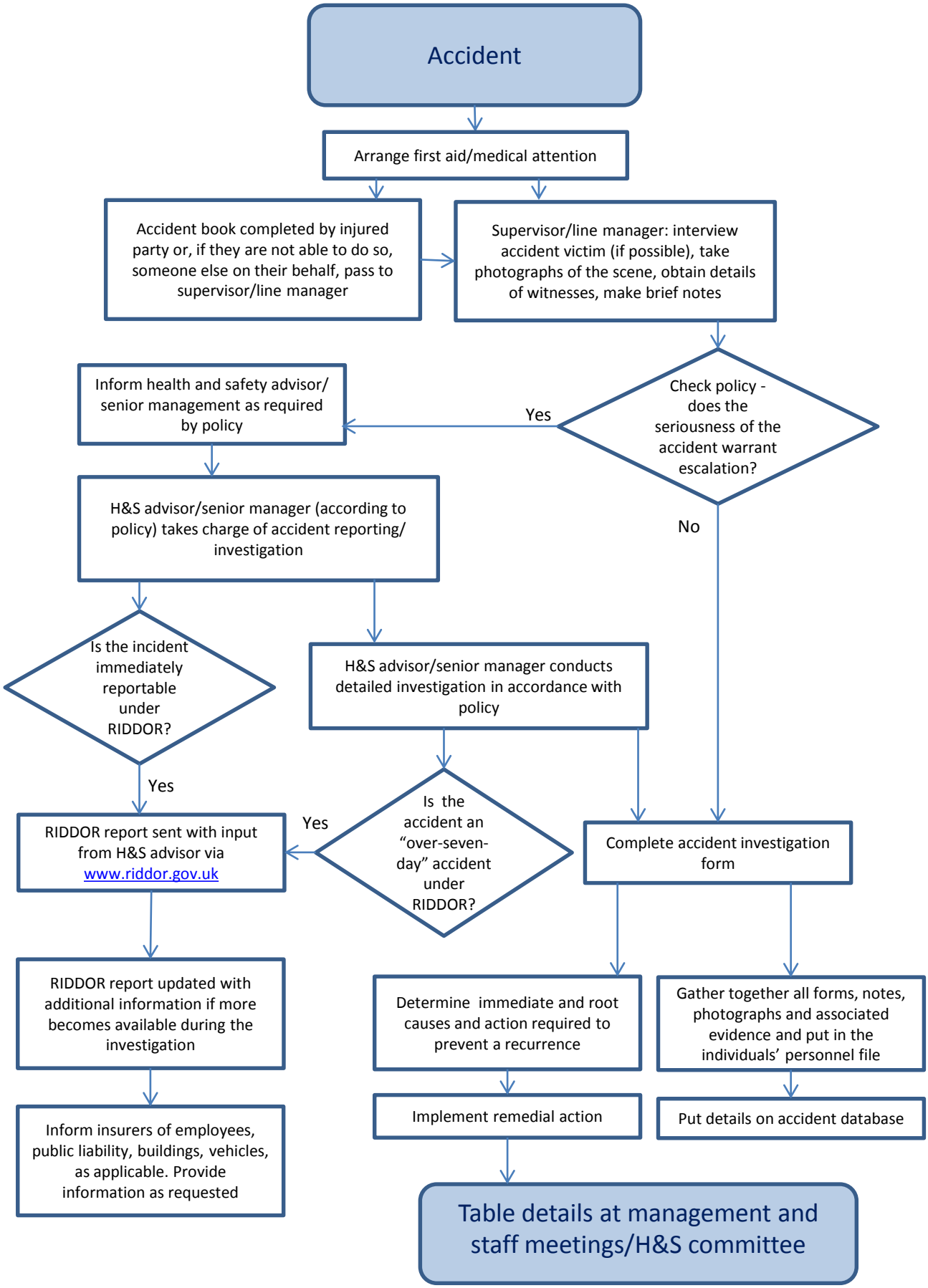
Accident
Arrange first aid/medical attention
Accident book completed by injured party or, if they are not able to do so, someone else on their behalf, pass to supervisor/line manager
Supervisor/line manager: interview accident victim (if possible), take photographs of the scene, obtain details of witnesses, make brief notes
Check policy - does the seriousness of the accident warrant escalation?
Yes
No
Inform health and safety advisor/ senior management as required by policy
H&S advisor/senior manager (according to policy) takes charge of accident reporting/ investigation
Is the incident immediately reportable under RIDDOR?
Yes
RIDDOR report sent with input from H&S advisor via www.riddor.gov.uk
RIDDOR report updated with additional information if more becomes available during the investigation
Inform insurers of employees, public liability, buildings, vehicles, as applicable. Provide information as requested
H&S advisor/senior manager conducts detailed investigation in accordance with policy
Is the accident an "over-seven-day" accident under RIDDOR?
Yes
Complete accident investigation form
Determine immediate and root causes and action required to prevent a recurrence
Implement remedial action
Gather together all forms, notes, photographs and associated evidence and put in the individuals' personnel file
Put details on accident database
Table details at management and staff meetings/H&S committee