

## ACCIDENT REPORTING/INVESTIGATION

ICS is committed to achieving the very highest levels of Health and Safety and reducing incidents to a minimum. It is vital that all injuries/incidents of ill health are reported to enable safe working methods to be monitored and continually improved.

The correct full reporting structure is

1. Report to Contract Supervisor
2. Contract Supervisor to Contract Manager
3. Contract Manager to Director
4. The Director will then report to external advisor
5. Contract Manager to enter accident/incident in ICS Accident Book

All accidents and incidents are investigated and the following takes place

1. Internal investigation and discussion
2. Advice taken from external advisor
3. Identify any additional control measures available
4. Review Safe Working methods and revise if required

Any RIDDOR reportable accident or accident causing an injury which requires more than 7 days absence from the workplace must be reported to the HSE by a Director (reportable within 10 days/7days injury within 15 days)

RIDDOR reportable injuries

1. Fractures other than to fingers, thumbs and toes
2. Amputations
3. Loss or partial loss of sight
4. Crush injury causing damage to brain or organs
5. Serious burn, effecting more than 10% of the body/eyes, respiratory system or vital organs
6. Scalping requiring hospital treatment
7. Loss of consciousness caused by head injury or asphyxia
8. Enclosed space – Hypothermia or heat illness/24 hour hospital treatment

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