



## **Accident Investigation Policy**

**September 2021**

### **General Statement**

This policy outlines the investigation procedures which are to be adopted when any accident, ill health, near miss or dangerous occurrence occurs on the Community Council's premises during the course of any work activity.

It is the policy of this Community Council to ensure that, where practicable, accidents or incidence of work-related ill health, dangerous occurrences and near misses will be investigated by suitably trained staff. Accident or incident investigation is not a means of determining fault or apportioning blame.

This policy will apply to all accidents or incidents involving employees, visitors, members of the public and contractors. The Community Council will co-operate with employers of contractors who may be involved in any accident or incident.

### **Purpose**

The purpose of the accident investigation is to:

- ensure that all necessary information in respect of the accident or incident is collated
- understand the sequence of events that led to the accident or incident
- identify the unsafe acts and conditions that contributed to the cause of the accident or incident
- identify the underlying causes that may have contributed to the accident or incident
- ensure that effective remedial actions are taken to prevent any recurrence
- enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties
- enable all statutory requirements to be adhered to.

### **Process**

Staff investigating any accident or incident will be given full access to the scene of the incident/accident and any other part of the workplace deemed necessary to carry out the investigation.

All necessary information will be collected and collated. Physical evidence may be recorded and samples taken as necessary.

Investigating staff will be given access to any necessary documentation and will act in accordance with any requirements of the Data Protection Act 1998.

Interviews of those involved in the accident or incident, witnesses and any other person necessary will be carried out in accordance with the training and guidelines issued.

### **Remedial action**

The Community Council will, so far as is reasonably practicable, implement any recommendations made as part of the investigation. In the event of any remedial action taken, staff will be fully involved and provided with the necessary information, instruction and training.

### **Staff selection**

To ensure that the objectives of the investigation are met, suitable and sufficient staff will be selected and trained in investigation procedures and interview techniques.

Staff selected to carry out investigations will be required to attend any necessary training and will be provided with the appropriate information and resources to enable them to carry out their respective roles.

The Clerk will act as lead investigator for the accidents or incidents as detailed below.

Other staff will be required to co-operate and participate in any investigation if the Community Council feels that they have specific knowledge, understanding, experience or skills that may assist in the investigation. Staff will be informed of their requirement to co-operate and participate in any investigation as necessary.

### **Training**

All staff selected to lead investigations will receive suitable and sufficient training in the investigative procedures to be adopted, interview techniques, report writing skills and use of any equipment employed in the investigation process.

### **Safety representatives and employees**

The Community Council encourages the involvement of employees in the investigation process. All employees will be required to co-operate with the Community Council in any investigation.

Recognised trade union safety representatives or other employee representatives will be given access to any necessary information and workplaces to enable them to fulfil their duties. Safety representatives will also be encouraged to fully participate in any investigation.

### **Enforcing authority**

In the event that the enforcing authority wishes to carry out an investigation, the Community Council will strive to meet all of its legal responsibilities when co-operating with the enforcement authorities concerned.

### **Equipment**

All necessary equipment required to carry out investigations will be supplied, located in a suitable environment and well maintained. All staff necessary will be trained in the use of such equipment.

### **Records and Reports**

All necessary staff will be issued with an accident report as soon as is reasonably practicable. Employees or their representatives will be given access to any report in so far as it is applicable to do so.

Records of any accident will be kept in accordance with the Community Council's policy on record keeping.

Any records kept will be done so in accordance with the Data Protection Act 1998.