

Health and Safety Policy Annex E: Accident and incident action guide

Incident	Immediate actions
Any accident or incident	<ul style="list-style-type: none"> • Attend to incident safely. • Call emergency services via 999, if required. • Make accident scene safe and cordon off, if safe to do so. • Report to supervisor or line manager. <ul style="list-style-type: none"> ➢ Line manager to report to Health and Safety Team (HST) – telephone number: 01284 757010 or via the Health and Safety portal. • If safe to do so, take photos of the accident scene, including any damage caused. • Take contact details of any witnesses on site. • For all vehicle or motorised plant accidents, a drug and alcohol test must be carried out as soon as possible (see guidance on page 2).
Incident	Action within 24 hours
Serious injury or serious incident	<ul style="list-style-type: none"> • Supervisor or manager report to service manager or director. • Supervisor or manager submit incident report via Health and Safety portal. • HST report to Health and Safety Executive (HSE), if required.
Other incidents causing injury, damage to property or environment (including violence at work)	<ul style="list-style-type: none"> • Supervisor or manager report to service manager or director, if required. • Supervisor or manager submit incident report via Health and Safety portal. • HST report to HSE, if required.
Incident	Subsequent action within 48 hours
Serious injury or serious incident	<ul style="list-style-type: none"> • HST carry out investigation in consultation with line manager or supervisor. • HST report to HSE, if required. • HST communicate final report to service manager and/or director and relevant staff.

Other incidents causing injury, damage to property or environment (including violence at work)	<ul style="list-style-type: none"> • Line manager or supervisor carry out investigation in consultation with HST. • HST report to HSE, if required. • Line manager enter investigation report onto Health and Safety portal.
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Drug and alcohol testing guidance following an accident or incident involving a vehicle and or motorised plant (MP).
Note: this will be seen as 'For Cause' testing in accordance with the Drug and Alcohol Policy and is applicable to those in safety critical and non-safety critical roles.

Type of accident or incident	Action
<ul style="list-style-type: none"> • Own fault vehicle or MP incident involving a member of the public or the member of public's property. • Vehicle or MP incident resulting in personal injury. • Vehicle or MP incident resulting in considerable damage to vehicle or plant and/or property (level of damage will be determined on an individual basis by line manager, taking into account, but not limited to, the impact on services, cost of repair and replacement). • Line manager decides that the employee's behaviour and/or the accident or incident provides grounds to suspect the individual is unfit to carry out their duties or poses a threat to health and safety due to alcohol and/or drugs. 	<ul style="list-style-type: none"> • Drug and alcohol test to be undertaken as soon as practicable. • Testing will be carried out in accordance with current drug and alcohol testing procedures under 'For Cause' testing. • The result of the drug and alcohol test must be recorded in the accident investigation report. • Update Health and Safety Team and HR of the incident including any drug and alcohol testing undertaken or results. <p>Note: the investigating manager must explain the reason for the drug and alcohol test in the incident investigation report. This includes if the test has not been undertaken.</p>