

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

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

Other incidents causing injury, damage to property or environment (including violence at work)	<ul style="list-style-type: none"> <li>• Line manager or supervisor carry out investigation in consultation with HST.</li> <li>• HST report to HSE, if required.</li> <li>• Line manager enter investigation report onto Health and Safety portal.</li> </ul>
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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.**

<b>Type of accident or incident</b>	<b>Action</b>
<ul style="list-style-type: none"> <li>• Own fault vehicle or MP incident involving a member of the public or the member of public's property.</li> <li>• Vehicle or MP incident resulting in personal injury.</li> <li>• 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).</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Drug and alcohol test to be undertaken as soon as practicable.</li> <li>• Testing will be carried out in accordance with current drug and alcohol testing procedures under 'For Cause' testing.</li> <li>• The result of the drug and alcohol test must be recorded in the accident investigation report.</li> <li>• Update Health and Safety Team and HR of the incident including any drug and alcohol testing undertaken or results.</li> </ul> <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>