



Aladiah Consult Accident Reporting Policy

Accident Reporting Guidelines

1. General Accidents:

Record all accidents occurring during work for the Organisation, User/Hirer, or on premises controlled by Aladiah Consult.

2. Accidents to Workers or Contractor's Staff:

For all accidents:

- Complete Accident Form and provide it to the Health & Safety Officer.
- If incapacity exceeds 3 calendar days, fill out the online form and inform the Chair of the Management Committee.
- For fatalities, fractures, amputations, or specified injuries, immediately notify the Health & Safety Executive and the Chair of the Management Committee.
- Follow up within seven days with completed online form and copies to the Chair of the Management Committee.
- Responsibility for reporting depends on control of premises.

3. Accidents to Members of the Public:

For all accidents:

- Complete Accident Form and provide it to the Health & Safety Officer.
- For reportable accidents, immediately notify the Health & Safety Executive and the Chair of the Management Committee.
- Follow up if necessary, especially if the individual seeks hospital treatment.

4. Definition of Specified Major Injuries or Conditions:

Includes fractures, amputations, and other specified injuries or conditions.

"IF IN DOUBT REPORT IT" .

5. Dangerous Occurrences:

- Notify immediately in case of specified occurrences.
- Inform the Health & Safety Executive and the Chair of the Management Committee promptly.

6. Occupational Diseases:

- Report diagnosed diseases to designated channels.
- Full details available in HSE RIDDOR Booklets 11 and 17.

Control of Substances Hazardous to Health (COSHH Regulations):

Assessment:

- Conduct systematic review.
- Identify substances, potential harmful effects, handling procedures, etc.
- Determine exposure likelihood and necessary precautions.

Prevention or Control:

- Prevent or adequately control exposure to hazardous substances.
- Choose appropriate control measures based on assessment.
- Provide information, instruction, and training to workers.
- Limit Personal Protective Equipment usage to situations where other measures are inadequate.

Aladiah Consult is responsible for ensuring compliance and providing necessary support to workers.

Date Reviewed: September 2023

Person responsible for updating this policy: Grace Famuyibo

Next Review Date: September 2024