

# Black Sluice Internal Drainage Board

## Policy No: 24

### First Aid & Accident Reporting

Review	Audit & Risk Committee 13 May 2020
Board Approved	30 June 2020
Reviewed	Within 5 years

Under the Health and Safety (First Aid) Regulations 1981, all businesses must have appropriate means for enabling first aid at work. Following any such accident there is a requirement for the employee to report accident details to the employer. The employer then has duties to investigate and to notify the accident to the enforcing authorities where appropriate. The purpose of this policy therefore is to state who is responsible and what they must do in order to ensure adequate First Aid provision and Accident Reporting.

#### **Manager responsibilities**

1. You are responsible for ensuring that an ambulance or other professional help is summoned as soon as possible by the most appropriate means or other arrangements are made, as necessary.
2. You are responsible for ensuring that you have an adequate number of First Aid Personnel in your area, and the number of First Aid Personnel is monitored and reviewed. See Note(1).
3. You are responsible for ensuring that there are an adequate number of first aid boxes in the workplace, and that they are suitably stocked, and properly identified. See Note(1).
4. You are responsible for providing means for the accident to be recorded and to check that the accident details are a full and correct account of the accident. See Note(1).
5. You are responsible for following up accidents and ensuring that any remedial actions, where required, are carried out, to prevent recurrence.
6. You are responsible for ensuring that the Incident Contact Centre are notified where appropriate using the correct reporting method.
7. You are responsible for monitoring and reviewing accidents for your area and the Policy for First Aid and Accident Reporting.

#### **Employee Responsibilities**

1. You are responsible for advising management of all accidents and near misses. When you are injured at work, the law says that you must tell your employer as soon as possible. You do this by ensuring that details of the accident are recorded in the Accident Book. A near miss is an occurrence that has not resulted in any injury or damage, but easily could have done. This should be reported through the 'Near Miss and Hazard Alert Report Form', which can be found at Policy No. 42; the Near Miss Reporting Policy.
2. You are reminded of your responsibilities to look after your own safety and the safety of others who may be affected by your acts or omissions, to use work equipment and personal protective equipment correctly, and not to misuse any item of equipment. If an accident does occur report it to your Manager immediately.

Note(1)

Details of First Aid Personnel, First Aid Box(es) and Accident Book(s) are to be found in the annual Health & Safety Booklet which should be read in conjunction with this Policy.