

## **Accident, Incidents & Near Miss Policy Policy**

### **1. Introduction**

Health and safety at work is the responsibility of everyone, therefore this policy applies to all employees, contractors and any visitors who experience an accident, incident or near miss.

We must aim to ensure cases of work related injury, disease and dangerous occurrence are reported to the Health and Safety Executive (HSE) within legally defined timescales as per the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Working towards a balanced approach to treat health and safety as an integral part of good management and best practice, there is an expectation that all managers will ensure any accidents, incidents and near misses, once reported, are investigated appropriately, immediate actions are put in place and any further corrective actions or preventative measures are assigned to responsible officers to prevent recurrence.

### **2. Policy Statement**

Ore Valley HA will ensure that adequate resources are provided to meet legal health and safety standards and provide sufficient information, instruction and training to enable all staff to bring to the immediate attention of their manager any failings that could be detrimental to themselves and others, including visitors and report any untoward incidents, unsafe occurrences, accidents or near misses.

### **3. Principles**

By implementing this policy in line with best practice from our Health & Safety Manual our aims are to ensure that:

- Health and safety at work is the responsibility of everyone, therefore this policy applies to all employees, contractors and any visitors who experience an accident, incident or near miss.
- Accidents, incidents and near misses are promptly identified.
- A 'fair blame' positive culture is created to encourage openness in transparency and reporting
- So far as is reasonably practicable, future risk is minimised by taking further corrective action, preventative actions and renewing risk assessments where appropriate.
- Robust governance arrangements are in place to ensure incident data is reported and shared at the most appropriate forum for review and monitoring purposes

### **4. Equality, Diversity and Inclusion**

- OVHA is fully committed to Equality, Diversity and Inclusion and ensuring the equal treatment for all stakeholders, employees and customers without discrimination or prejudice based on a persons' age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- The Association will always seek to develop and follow best practice in order to ensure that the above group needs are understood, considered and accommodated wherever possible.

## **5. Monitor and Review of the Policy**

Responsibility for monitoring the application of this policy will rest with the Senior Management Team of the Group. An annual report will be presented to the Board and if required ad-hoc reports will also be presented.

The policy will be reviewed every 5 years, with amendments being made as appropriate.

Maryjane Elder - CSM

Review Date: Sept 2022

Next review date: Sept 2027