

Accident Reporting Procedures

1. Purpose/ Scope

The purpose of this document is to describe the processes and requirements for reporting accidents and incidents that occur:

- a. On to VTS staff on VTS business (see section 3)
 - b. To Learners at workplaces (see section 4)
- It applies to all members of staff.

2. Reference/ Definitions

- 2.1.1 Accident Report Book
- 2.1.2 F2508 - HSE form for reporting injuries etc. (located at www.riddor.gov.uk)
- 2.1.3 SFA Learner Incident Record
- 2.1.4 Accident Investigation Form.

3. Accidents/ Incidents that occur to VTS staff

NOTE: This may apply to a candidate on VTS premises if their employer is not deemed responsible for him/her in that situation.

3.1 Recording Accidents

- a. An injured person, or someone acting on their behalf, must complete an accident record as soon as possible. The book of forms is kept:-
On top of the candidate records filing cabinet in Westcliff, Suits 5.
In the blank forms storage area in Colchester.
- b. Each form and stub should be numbered (prefixed 'W' for Westcliff and 'C' for Colchester)
- c. Tear out the completed form and hand/send to the person named on the front of the book (keeping a photocopy)
- d. Further guidance and information about accident reporting are contained within the Record Book.

3.2 Dealing with accident information

The person named on the front of the Accident Record Book:-

- a. Stores all completed accident records in a secure location, as required by Data Protection law.
- b. Notifies the relevant authority (online, via form F2508) of any RIDDOR – reportable accidents.
- c. In the case of fatal accidents and major injuries as defined by RIDDOR, a completed learner incident form must be sent within 10 days of becoming aware of the incident.
- d. For all other RIDDOR events, eg injuries resulting in more than 7 days absence or post-19 learners being taken to hospital as the result of an accident, a completed learner incident record form must be sent within 10 days.
- e. Over 3 day injuries must still be formally recorded but not reported. A record of the accident or incident must be kept in the accident book.

- f. The Health and Safety Officer ensures that the cause of each accident is investigated and corrective/ preventive action is taken as appropriate. This is reported at Management Meetings as appropriate.

4. Accidents and Incidents related to learners in the workplace

- 4.1 The member of VTS staff who learns of the incident should ascertain whether it is reportable or not.
- 4.2 If the incident takes place at a work placement or involves a learner such as an employed apprentice, the employer has primary responsibility and VTS will work in partnership with them to obtain the relevant information required by the Agency.
- 4.3 The employer should provide VTS with a copy of the completed F2508 form.
5. In the case of fatal accidents and major injuries as defined by RIDDOR, a completed learner incident form must be sent within 10 days of becoming aware of the incident.
6. For all other RIDDOR events, eg injuries resulting in more than 7 days absence or post-19 learners being taken to hospital as the result of an accident, a completed learner incident record form must be sent within 10 days.
 - 6.1 The Office manager will liaise with the ESFA, concerning investigation of the incident.
7. A Learner Incident Form must be completed by the Office Manager and sent to the ESFA.
 - 7.1 Following the investigation, it is important to identify and explain the immediate and underlying causation factors. In this regard, the VTS Assessor/Verifier should check that the workplace has reviewed the support arrangements for the candidate and implemented any appropriate corrective and preventive actions.
 - 7.2 Copies of relevant records must be retained on the workplace file.