



ARK Incident and Accident Policy Template 2025

1. Policy Statement

ARK is committed to providing a safe and healthy working environment for all staff, volunteers, service users, and visitors. This policy outlines the procedures for reporting, recording, and responding to all incidents and accidents that occur within ARK premises or during ARK activities.

2. Purpose

The purpose of this policy is to ensure that all incidents and accidents are reported, recorded, and investigated in a timely and effective manner, in line with legal requirements and best practice. This enables ARK to identify potential hazards, prevent recurrence, and comply with statutory obligations.

3. Scope

This policy applies to all ARK staff, volunteers, contractors, service users, and visitors.

4. Definitions

- **Incident:** Any unplanned event that does not result in injury or ill health but has the potential to do so.
- **Accident:** Any unplanned event that results in injury, ill health, or damage to property.

5. Reporting Procedure

1. **Immediate Action:** In the event of an incident or accident, staff must ensure the safety of those involved and seek medical assistance if required.
2. **Notification:** All incidents and accidents must be reported as soon as possible to the designated person-in-charge or line manager.

5.1 Recording of Incidents and Accidents

- All incidents and accidents must be recorded by ARK staff using the designated electronic spreadsheet, which is added to the central register. This ensures clear and accessible communication for all relevant parties.
- In addition, details of each incident and accident must be entered into the Incident and Accident Book, which is located in the First Aid cabinet in the staff office.

6. Investigation

All incidents and accidents will be investigated by the appropriate manager to determine the cause and to implement corrective actions to prevent recurrence.

7. Legal Requirements: RIDDOR

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), ARK has a legal duty to report certain work-related incidents, accidents, diseases, and dangerous occurrences to the Health and Safety Executive (HSE). The following must be reported under RIDDOR:

- Work-related deaths
- Specified injuries to workers (e.g., fractures, amputations, loss of consciousness)
- Injuries resulting in a worker being unable to perform their normal work for more than seven consecutive days
- Occupational diseases
- Dangerous occurrences (certain near-miss events)

The designated person-in-charge is responsible for making RIDDOR reports via the HSE online reporting facility as soon as practicable and within the statutory timescales.

8. Confidentiality

All information relating to incidents and accidents will be handled sensitively and confidentially, in line with ARK's data protection policies.

9. Monitoring and Review

ARK will regularly review trends in incident and accident records to identify areas for improvement. This policy will be reviewed annually or following any significant incident or change in legislation.

10. Responsibilities

- All staff are responsible for reporting and recording incidents and accidents as outlined in this policy.
- Managers are responsible for ensuring that incidents and accidents are investigated and that RIDDOR reports are made where required.

11. References

- Health and Safety at Work etc. Act 1974
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- ARK Health and Safety Policy

For further information on reporting requirements, please refer to the HSE website:
[URL]>