



CONSTRUCTION TRAINING ASSESSMENTS ACCIDENT AND INCIDENT REPORTING POLICY STATEMENT

Construction Training Assessments recognizes that we have an obligation as an employer and under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations to undertake accident and incident reporting.

More specifically in the construction training environment, Construction Training Assessments has an obligation to ensure that all accidents and incidents are appropriately reported.

Additionally, all incidents will be reported promptly and investigated so that similar incidents can be prevented in future and to comply with statutory requirements.

Construction Training Assessments defines an incident as any of the following:

- Any kind of unplanned event resulting in personal injury
- Damage to plant, equipment, property and environment.
- Any high risk close call (e.g. an operating incident, situation where no-one is injured but they could have been seriously injured if circumstances had been slightly different)

All personnel must implement the following reporting procedure always:

- The person involved in the incident or a witness or work colleague if the person involved is unable to report the incident, must report as soon as possible, to the appropriate manager who is:
 - The Office Manager (or On-Call Manager if out of office hours)
 - The Office/Centre Manager for office-based personnel and visitors to our offices
 - The Main Contractor's representative on site
- If you are injured, you must:
 - Provide as many details as possible for the Accident Book
 - Help the Appropriate Training Manager to complete an Incident Form and provide as much information as possible whether you were involved in the incident or witnessed it. The On-Call Manager can be contacted by ringing the relevant on call Construction Training Assessments Manager.



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Construction Training Assessments will:

If we are the Main Contractor we will ensure that the Client is made aware of the accident or, if we are acting as a subcontractor we will ensure that the Main Contractor, and/or Client if necessary, are aware.

- Ensure that any personal injury is recorded in the location/site accident book.
- Make an entry in the Construction Training Assessments Accident Book for any injury to company personnel, sub- contractors or visitors.
- Undertake an initial investigation of the incident and complete an Accident/Incident Form

Name:- Amy Stevens

Signed:- 

Appointment:- Centre Director

Date: March 2018

Review Date:- By 1st March 2019

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