Title: VALLEY PROVINCIAL LTD ACCIDENT REPORTING / RIDDOR POLICY

Introduction

The aim of this policy is to describe the action to be taken by employees in response to major injuries, dangerous occurrences, minor injuries, other incidents, near misses, and occupationally acquired diseases.

Policy Statement

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 require certain categories of injury, disease or dangerous occurrence to be reported to the Health and Safety Executive (HSE) within specified times of their occurrence.

Reports must be made direct on the Atlas H&S portal either or to the Health & Safety Manager. The decision on whether to make a statutory report to the HSE, will be made on behalf of Valley Provincial Ltd by the Senior Management Team.

Full and prompt completion of an Accident / Incident Report Form is essential so that Valley Provincial Ltd can make any necessary statutory reports to the HSE, monitor and review incidents, and take action if necessary.

Note: The form also satisfies legislation for employees to notify their employer of all accidents at work.

Following a major injury to an employee or a dangerous occurrence as defined in the Regulations the Health & Safety Manager will make a report to the local HSE office.

Accidents to visitors, which arise out of or in connection with work and which result in them being taken to hospital for treatment, may need to be reported to HSE in the same way.

The Health & Safety Manager must also make a report to the HSE if an employee, after an injury at work, is absent from work or unfit to carry out their normal duties at work for more than seven consecutive days. In this case, the report must be made, in writing, within 15 days of the accident.

Further information may sometimes become available after an Accident/Incident Report Form has been submitted (e.g. an employee may be subsequently unfit for work for more than 7 consecutive days, or a seemingly minor injury may later require medical treatment). In such cases, the Health & Safety Manager must be notified as soon as possible so that a report to the HSE can be made if necessary. Copies of reports to the HSE are made available to the recognised trades unions, according to the requirements of the Safety Committees and Safety Representatives Regulations 1977. The Health & Safety Manager

should routinely investigate all accidents or incidents where reporting to the HSE is required, and will also investigate some others, even where minor injuries or less serious incidents are involved.

Non-Compliance

All employees have a role to play in enforcing the policy and are required to deal with any observed or reported breaches. Should employees feel apprehensive about their own safety in regard to addressing any breach, they should seek senior management support.

Failure to comply with this policy may lead to a lack of clarity over job role, learning needs or expected standards of performance, resulting in reduced effectiveness or efficiency, underperformance and putting service delivery at risk.

Any member of staff refusing to observe the policy will be liable to disciplinary action in accordance with the Company's Disciplinary Policy up to and including dismissal.

Implementation of the Policy

Overall responsibility for policy implementation and review rests with Valley Provincial Ltd Senior Management. However, all employees are required to adhere to and support the implementation of the policy. Valley Provincial Ltd will inform all existing employees about this policy and their role in the implementation of the policy. They will also give all new employees notice of the policy on induction to Valley Provincial Ltd.

This policy will be implemented through the development and maintenance of procedures for appraisals and one-to-one meetings, using template forms, and guidance given to both managers and employees on the process.

Monitoring Policy

The policy will be monitored on an on-going basis, monitoring of the policy is essential to assess how effective the Company has been.

Reviewing Policy

This policy will be reviewed and, if necessary, revised in the light of legislative or codes of practice and organisational changes. Improvements will be made to the management by learning from experience and the use of established reviews.

Policy Amendments

Should any amendments, revisions, or updates be made to this policy it is the responsibility of the Company senior management to see that all relevant employees receive notice. Written notice and/or training will be considered.

Additional Information

If you require any additional information or clarification regarding this policy, please contact your manager. In the unlikely event where you are unhappy with any decision made, you should use the Company's formal Grievance Procedure. To the extent that the requirements of this policy reflect statutory provisions, they will alter automatically when and if those requirements are changed.

Signed: Paul Brown _____

Paul Brown, Managing Director

Date: **16.12.2024** _____

Review date: **16.12.2025** _____