**WORK PLACE CHAPLAINCY SCOTLAND**

**Listening & caring - in confidence**

**ACCIDENT/INCIDENT & DANGEROUS OCCURRENCE REPORTING AND INVESTIGATION**

**POLICY STATEMENT**

WPCS will ensure, so far as is reasonably practicable, that all accidents and “near-miss” incidents are reported internally and, where appropriate, to the enforcing authority. In addition, all incidents will be investigated and reasonable measures put in place to prevent recurrence.

**Aims/Objectives**

* To ensure compliance with all relevant legislation.
* To ensure all accidents, “near-miss” incidents and dangerous occurrences are recorded.
* To ensure that the enforcing authority is informed of “notifiable” accidents and dangerous occurrences.
* To undertake suitable and sufficient investigations following accidents, “near-miss” incidents and dangerous occurrences.

**Responsibilities**

* The Board of WPCS will ensure that the appropriate policies, procedures and protocols are in place and reviewed from time to time.
* The Chief Executive Officer (CEO) and Regional Organisers will ensure that these policies and procedures are implemented and adhered to on a sustainable basis in their areas of responsibility.
* The Secretary to the Board will ensure that an appropriate system for reporting and investigating accidents, “near-miss” incidents and dangerous occurrences is in place.
* The CEO and Regional Organisers will ensure that all accidents, “near-miss” incidents and dangerous occurrences are reported to the Secretary.
* The Secretary will ensure that “notifiable” accidents and dangerous occurrences are reported to the enforcing authority.
* The CEO and Regional Organisers will ensure that accidents, “near-miss” incidents and dangerous occurrences are investigated and appropriate action taken to prevent recurrence.
* Employees, volunteers, visitors, contractors and others will ensure they report accidents, “near-miss” incidents and dangerous occurrences to their line managers.

**Arrangements**

* Accidents and near miss incidents will be recorded on the WPCS Accident/Incident File held by the Administrative Co-ordinator.
* Investigations of accidents, “near-miss” incidents and dangerous occurrences will be recorded by the Administrative Co-ordinator.