



Title: [Accident Reporting and Investigation](#)
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Table of contents

- [Introduction](#)
- [Accident Reporting](#)
- [Immediate Response to Accidents:](#)
- [Reporting the Accident:](#)
- [Accident Reporting Form:](#)
- [Investigation of Accidents](#)
- [Appointment of Investigating Officer:](#)
- [Investigation Process:](#)
- [Interviews and Statements:](#)
- [Gathering Evidence:](#)
- [Analysis and Reporting:](#)
- [Actions and Follow-Up](#)
- [Implementing Recommendations:](#)
- [Communication and Learning:](#)
- [Accidents Resulting in Lost Time Absence](#)
- [Company Investigation:](#)
- [Local Investigation:](#)
- [Recording and Reporting to Authorities:](#)
- [Review and Improvement](#)



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Accident Reporting and Investigation

Introduction

At CBS Building Contractors LTD, we prioritise the health and safety of our workers and stakeholders. To ensure a safe working environment and compliance with UK Health & Safety law and HSE Guidance, we have established a comprehensive Accident Reporting and Investigation Procedure. This procedure outlines the steps to be taken in the event of an accident that results in harm, loss, or damage, and defines the responsibilities of those involved in the investigation process.

Accident Reporting

Immediate Response to Accidents:

In the event of an accident, workers must prioritise their own safety and the safety of others. They should promptly seek first aid attention for themselves or anyone else who may require it. If the accident poses an immediate danger or risk to others, workers should take necessary steps to mitigate the danger (e.g. activating emergency alarms, evacuating the area).

Reporting the Accident:

All accidents, no matter how minor, must be reported immediately to the immediate supervisor or manager on duty. The reporting employee must provide accurate and detailed information about the accident, including the date, time, location, and any witnesses.

Accident Reporting Form:

Keystone Building and Renovation Ltd have an accident reporting form that workers should complete when reporting the accident. The form will capture essential details about the incident.

Investigation of Accidents

Appointment of Investigating Officer:

The responsibility for investigating accidents lies with a designated member of the management team. The appointed investigating officer will have the necessary training and expertise to conduct thorough accident investigations.

Investigation Process:

The investigating officer will initiate the investigation as soon as possible after receiving the accident report. The investigation will aim to identify the root causes of the accident, any contributing factors, and any failures in safety procedures or equipment.

In the spirit of '**just culture**' any accident investigation will not apportion blame for human errors, lapses or other human factors. Where it is found that the cause of the accident was due to **deliberate violation** of policy or procedure, disciplinary action may follow.

Interviews and Statements:

The investigating officer will interview relevant witnesses and individuals involved in the accident to gather first-hand accounts and information. Witness statements will be taken, and witnesses will be assured that their cooperation is essential for improving safety.

Gathering Evidence:

Physical evidence; photographs, CCTV and any relevant documentation or material evidence (items/equipment etc) will be collected during the investigation.

Analysis and Reporting:

The investigating officer will analyse the collected evidence and compile an accident investigation report. The report will include:

- findings
- conclusions, and
- recommendations

for preventing similar accidents in the future.

Actions and Follow-Up

Implementing Recommendations:

Based on the investigation report, management will promptly implement appropriate corrective and preventive actions to address the identified root causes and prevent future accidents.

Communication and Learning:

The findings and recommendations from the investigation will be communicated to all relevant workers to promote awareness and learning.



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Fire Protection Association®
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Accidents Resulting in Lost Time Absence

Company Investigation:

All accidents resulting in lost time absence (i.e., injuries or work related illnesses that require workers to be away from work) will be subject to a more detailed and in-depth investigation.

Local Investigation:

Where no harm, loss or damage resulted from the incident, the senior Keystone Supervisor on scene will conduct a local investigation.

The outputs of local investigations will provide prompt causation and improvement. If the circumstances could occur in other contexts, the investigator should consult with the external health and safety consultant.

Recording and Reporting to Authorities:

Lost time accidents resulting in a **specified injury** or an absence of **over** seven (7) days will be reported to the Health and Safety Executive within fifteen (15) days from the day of the accident in accordance with The Reporting Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Where the HSE decide to carry out further investigation, all workers and managers must fully cooperate with inspectors and ensure all evidence is secured for their use.

Review and Improvement

The Accident Reporting and Investigation Procedure will be reviewed periodically to ensure its effectiveness and compliance with current UK Health and Safety law and H&S Guidance Notes. Feedback from workers and the outcomes of investigations will be used to continually improve the procedure .

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