

## Accident Investigation Policy

Ben's Centre for Vulnerable People (Sheffield)  
Charity Number: 1087606.

Issued	June 2024
Recheck	June 2026

### Introduction

We will investigate accidents and near misses to determine their underlying cause for the purposes of trying to ensure that there is no recurrence and using the lessons learnt to improve health and safety performance.

We adopt a "no blame" culture when investigating accidents for the purpose of improving health and safety performance.

The policy does not form part of your contract of employment, and we reserve the right to amend or withdraw it at any time.

### Accident and near miss investigation

The type and level of the investigation will be appropriate to the circumstances.

Those involved in the accident investigation will be competent and will be provided with adequate training, information, and support.

The investigation report will provide a factual account of the accident, draw objective conclusions, and identify practical recommendations.

Agreed actions will be implemented within realistic timescales. In the event of an external investigation by the enforcement authorities, full cooperation will be provided.

### Investigation procedure

Once the area has been made safe, the accident should be investigated promptly by those competent and who have been nominated by the organisation following consideration of the type of accident or by those who hold a role with specific responsibility for accident investigation and/or health and safety.

The competent person conducting the investigation will, if necessary, appoint an investigation team and obtain specialist advice from technical experts when required.

An accident investigation form should be used to record the details of the investigation. The level and type of investigation will depend on the circumstances and severity, or the potential severity, of the accident. The person conducting the investigation will if necessary:

- obtain factual information regarding the accident, including the accident location, the time and date of the accident, the work activity being undertaken, the people involved, and the sequence of events;
- conduct an inspection of the accident site once the area has been made safe, and take appropriate photographs;
- obtain written statements from all relevant parties;
- conduct and document interviews with relevant personnel;
- if relevant, obtain physical evidence (equipment, damaged products etc);
- obtain and review relevant documentation (training, inspection, maintenance records, work procedures etc); and
- review existing relevant risk assessments and corresponding arrangements.

Once the facts have been obtained, the underlying causes should be established.

The investigation team should draw conclusions and identify practical recommendations to ensure that the accident does not recur.

The recommendations must be agreed with the relevant staff and the actions prioritised.

The accident investigator or a nominated person will track the actions to ensure that they are completed within the given timescales.

Relevant risk assessments will be reviewed and, where necessary, updated following the accident report.

### **Data protection**

The person conducting the investigation must ensure that personal data, including information about individuals' health, collected during the accident investigation is handled in accordance with our data protection policy and policy on processing special categories of data.

### **Record-keeping**

The investigation report and form and any corresponding information will be kept for a minimum of three years.

### **Review**

This policy may be reviewed at any time at the request of any member of staff, but it will be automatically reviewed 2-years after initial approval and thereafter on a triennial basis unless organisational changes, legislations, guidance, or non-compliance prompt an earlier review.

### **Definitions**

Ben's Centre ("we", "us", "our", "appraiser")

The Employee ("you", "appraisee")