# SITE ACCIDENT & INVESTIGATION PROCEDURE

## 1.0 SCOPE

**1.1** This procedure defines the actions to be taken when an accident or dangerous occurrence takes place on any Mamo Building Services site.

## 2.0 OBJECTIVE

The purpose of this procedure is to ensure that Site Personnel are aware of their responsibilities and the procedures to follow when an accident or dangerous occurrence happens on site. The use of this procedure shall ensure that any person injured on site is given immediate treatment. It shall also ensure that an appropriate accident investigation is carried out (if deemed necessary) with actions recorded to avoid a re-occurrence and that the accident is reported to the HSE (whenever relevant) within the time parameters required under RIDDOR.

## 3.0 RELATED DOCUMENTS

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| BI510 Accident Book 2018 Edition | Retained in Office |
| Accident Reporting Flow Chart | Held & distributed by Site Supervisor |
| Witness Statement Form | |
| Accident Report Form | |
| 3rd Party Statement Form | |
| List of HSE Reportable Accidents | |
| NI2508 | |
| Report of an injury or dangerous occurrence | |

## 4.0 RESPONSIBILITIES

### 4.1 Site Supervisor:

- Has overall responsibility for the day-to-day safety on site.
- Is responsible for ensuring that the injured party is properly treated, and travel arrangements are organised if required.
- Is responsible for ensuring the completion of all relevant Accident Report Forms as soon as possible after the accident.
- Is responsible for informing Director of all accidents that occur on site.
- Is responsible for ensuring all information on the accident is made available to Director as soon as possible after the incident.
- Shall ensure all those working on site are aware of the emergency arrangements.

**4.2 Name:**

- Shall complete the NI2508 Form.
- Shall ensure that all fatalities/major injuries under RIDDOR are reported to the HSE immediately and the NI2508 Form is forwarded within 10 days.
- Shall ensure that the NI2508 Form for all dangerous occurrences and 3-day accidents are forwarded to the HSE within 10 days.
- Shall liaise with the HSE if required.
- Is responsible for ensuring an Accident Investigation is carried out.
- Shall lead the Accident Investigation team.
- Shall inform the Managing Director responsible for Health & Safety of all major accident/incidents.
- Shall ensure managers and supervisory personnel on each site are made aware of their Health & Safety responsibilities relating to this procedure.
- Shall ensure the Company Insurance Brokers are notified of all accidents/dangerous occurences that happen on site.

## 5.0 Method

**To be read in conjunction with the Accident Reporting Flow Chart and the list of HSE Reportable Accidents.**

**5.1** A full Accident Investigation should be carried out for the following types of accidents/incidents.

(a) Major Injuries and Fatalities

Major injuries include fractures (except a bone in the hand or foot), amputations, partial amputations, loss of sight of an eye or an injury that results in the person injured being admitted immediately to hospital for more than 24 hours (see list of HSE Reportable Acidents).

Must be reported immediately to Joseph Mallon, Director and the local HSE. The NI2508 Form must be sent to the HSE within 10 days of the incident.

(b) Over 3-Day Injuries

When a person is off work for more than 3 consecutive days because of an accident. Even if the injury appears minor, if the person is off work for more than 3 consecutive days there is a legal duty to report this incident to the HSE using the NI 2508 Form, which must be sent to the HSE within 10 days of the incident.

(c) Members of the public

If the accident as described in (a) or (b) involves a member of the public and is caused because of our work, then it needs to be reported, and the relevant action as described in this document followed.

### 5.2 Accident Investigation

An Accident Investigation should be carried out for all those accidents/incidents/dangerous occurrences described in section 5.1. This will comprise the following:

- Completion of Witness Statements, including 'negative' statements of those close to the accident confirming they saw nothing.
- Completion of all Internal Accident Report Forms.
- Taking of comprehensive photographs of the area of the accident.
- All this information should be forwarded to the H&S Manager within 24 hours of the accident.

### 5.3 Minor Injuries

All types of accidents should be reported to Site Supervisor who will complete the Accident Book (BI510 2003 version) and relevant Report Forms. This includes minor cuts, abrasions or bruising.

Any accidents to sub-contractors and other third party injured on the site should be recorded in the Accident Book. An Accident Investigation must be carried out even when the accident involves a sub-contractor's employee.

### 5.4 Corrective/Preventative Action

An important part of the Accident Investigation process is to ensure that actions are taken to avoid any reoccurrence. Both corrective actions to stop the immediate causes of the accident/incident and preventative action (which may require a more in-depth look at the underlying causes of the accident/incident) will be implemented.

Following completion of the Accident Investigation recommendations on corrective and preventative measures will be circulated to all relevant persons.

All corrective and preventative action detailed in the Conclusion of the Accident Investigation Report will be followed up at subsequent site audits to ensure continued compliance.

Joe Mallon
Director 05/01/2026