**REYNOLDSTON COMMUNITY COUNCIL**

**Policy on accident investigation**

**Agreed at Council 12th March 2024**

**General Statement**

This policy outlines the investigation procedures which are to be adopted when any accident, ill health, near miss or dangerous occurrence occurs on the Community Council’s premises during the course of any work activity.

It is the policy of this Community Council to ensure that, where practicable, accidents or incidence of work-related ill health, dangerous occurrences and near misses will be investigated by suitably trained staff. Accident or incident investigation is not a means of determining fault or apportioning blame.

This policy will apply to all accidents or incidents involving employees, visitors, members of the public and contractors. The Community Council will co-operate with employers of contractors who may be involved in any accident or incident.

**Purpose**

The purpose of the accident investigation is to:

* ensure that all necessary information in respect of the accident or incident is collated
* understand the sequence of events that led to the accident or incident
* identify the unsafe acts and conditions that contributed to the cause of the accident or incident
* identify the underlying causes that may have contributed to the accident or incident
* ensure that effective remedial actions are taken to prevent any recurrence
* enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties
* enable all statutory requirements to be adhered to.