A serious accident is:
- Any fracture other than to fingers, thumbs or toes.
- Any amputation.
- Dislocation of the shoulder, hip or spine.
- Loss of sight.
- Chemical, hot metal or penetrating injury to the eye.
- Electric shock leading to unconsciousness, or to hospital for 24 hours +.
- Any injury leading to hypothermia, heat-induced illness, unconsciousness.
- Any injury requiring resuscitation.
- Any injury leading to admittance to hospital for more than 24 hours.
- Loss of consciousness due to asphyxia or exposure to a substance.
- Acute illness or loss of consciousness.

Accident or Near-miss incident occurs to employee, or non-company-employee on company premises

Arrange First Aid or medical care if required

Is the Incident serious or involves sick absence?

NO

Complete Incident Report Form within 48 hours and post/fax/email to Manager. Enter in Accident Book.

Manager investigates using Incident Investigation Form, within 10 days.

Copy of both forms sent to Town Clerk.

YES

Notify Manager immediately by phone.

Is the Incident reportable immediately under RIDDOR?

NO

Town Clerk checks with Manager after 5 days.

Has the Employee returned to work?

NO

Manager notifies Town Clerk immediately by phone.

Manager investigates using Incident Investigation Form, within 24 hours.

Copy of both forms sent to Town Clerk.

YES

Notify Manager immediately by phone.

Manager investigates using Incident Investigation Form, within 24 hours.

Copy of both forms sent to Town Clerk.

Action for any remedial work to prevent a re-occurrence is initiated if required.