

*ACCIDENT REPORTING AND INVESTIGATION POLICY

LTS OPERATE A NO BLAME POLICY

This means we want to investigate accidents, (including near misses), dangerous occurrences and cases of reportable diseases to find out why they occurred so that we can help to prevent reoccurrence. This policy encourages both learners and employers to feel free to supply true and accurate information.

As documented in the learner's 'Induction Manual' and the Employer's 'Training Agreement' all accidents must be reported to LTS. Accidents generally fall into 1 of 3 categories:-

1. Accidents occurring at work placements that are RIDDOR reportable and/or cause learners to be off over 7 days

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), place a legal duty on employers to report work-related deaths, major injuries or over-seven-day injuries, work related diseases, and dangerous occurrences (near miss accidents).

When a Learner is involved in an accident or contracts a disease, which is RIDDOR reportable and/or keeps them off work over 7 consecutive days (not counting the accident day but including weekends): -

- An accident investigation report will be completed
- The employer involved will be advised that a RIDDOR form F2508 requires completion and sending to the Health & Safety Executive (Preston office for Lancashire & Carlisle office for Cumbria). Where necessary our Safety Officer (Lee Lawson) will assist the employer to do this. This can now be completed on-line at www.hse.gov.uk/riddor and further information on RIDDOR can be found using this link.

HSE representatives will be introduced to employers and/or learners involved if required and assisted wherever necessary.

2. Accidents occurring at work placements that are not RIDDOR reportable

When a Learner is involved in an accident that is not reportable under RIDDOR guidelines: -

- The Tutor will record the incident in the learner's register.
An LTS Accident Investigation Report may be completed if the tutor deems this a reportable incident and kept on record (accident investigation and accident report file)

3. Accidents occurring at LTS

When a Learner is involved in an accident at the Training Centre: -

- The accident will be recorded in the Accident Book located in the General Office.
- An LTS Accident Investigation Report maybe completed if the tutor/ our Safety Officer deems this a reportable incident and kept on record (accident investigation and accident report file)

GENERAL

- To promote accident reporting, learners will be asked weekly during day release whether they have had an accident at work. Also learners and employers/supervisors will be asked at the workplace during every progress review (8-12 weeks) whether they have had an accident at the workplace
- All accidents reported will be fully investigated with follow up actions taken to minimise the chance of reoccurrence
- A system of communication will be adopted to ensure other learners are informed about recent accidents (through IHT meetings)
- Retraining where necessary will be carried out and recorded
- Follow up checks on correct working procedures/retained knowledge will be carried out and recorded
- Confidentiality Rules will be observed at all levels (need to know basis)
- The Skills Funding Agency only need to be informed in the event of a learner fatality

***Note: This policy has been written with 'Learners' on 'Apprenticeship programmes' in mind, however the principles, procedures and flowchart are the same for members of LTS Staff.**

Contact 01524 858326 to speak to a Tutor/ our Safety Officer or email safe@lantrain.co.uk to report accidents



Richard W Little – Chairman

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