



**JOB SKILLS TRAINING  
ASSOCIATION**

Registered UK Charity: 1207351

**Accident & Incident Reporting Policy**

**Job Skills Training Association**

Effective Date: March 2024

Last Reviewed: May 2025

Next Review Due: May 2026

[www.jobskillstraining.org.uk](http://www.jobskillstraining.org.uk)



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## 1. Policy Statement

At Job Skills Training Association, we are committed to providing a safe and healthy environment for all employees, trustees, volunteers, learners, young people, visitors and contractors participating in our activities.

Despite effective health and safety measures, accidents and incidents may occasionally occur. Prompt reporting and investigation are essential to protect individuals, prevent recurrence and ensure compliance with UK health and safety legislation.

This policy sets out the Charity's procedures for reporting, recording and investigating accidents, incidents and near misses occurring during Charity activities.

This policy should be read alongside the Charity's Health and Safety Policy, First Aid Policy, Safeguarding Policy, and Risk Assessment Policy.

## 2. Scope of the Policy

This policy applies to:

- All employees
- Trustees
- Volunteers
- Interns
- Contractors
- Learners
- Young people participating in Charity activities
- Visitors
- Partner organisations working on behalf of the Charity

This policy applies to all activities organised or delivered by Job Skills Training Association, including:

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- Training programmes
- Workshops
- Community events
- Outreach activities
- Employability support
- Online and hybrid activities where applicable
- Meetings
- External venues
- Partner premises

### **3. Legal and Regulatory Framework**

This policy is informed by relevant UK legislation and guidance, including:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Occupiers' Liability Act 1957
- Occupiers' Liability Act 1984
- Data Protection Act 2018
- UK GDPR

### **4. Definitions**

For the purpose of this policy:

#### **Accident**

An unexpected event that results in injury, illness or damage to property.

Examples include:

- slips, trips and falls;

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- cuts or burns;
- injuries during activities;
- falls from height;
- injuries requiring first aid.

### **Incident**

An unplanned event that has the potential to cause harm, disruption or damage, whether or not an injury occurs.

Examples include:

- aggressive behaviour;
- damage to equipment;
- fire alarm activation;
- security concerns;
- safeguarding-related incidents (which must also be managed in accordance with the Safeguarding Policy).

### **Near Miss**

A near miss is an event that could have resulted in injury, illness or damage but did not.

Near misses provide valuable learning opportunities and should always be reported.

## **5. Accident and Incident Reporting Principles**

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Job Skills Training Association is committed to ensuring that:

- all accidents and incidents are reported promptly;
- individuals receive appropriate medical attention where required;
- all reports are treated fairly and confidentially;
- investigations identify underlying causes rather than assigning blame;
- lessons learned are used to improve health and safety;
- records are maintained accurately and securely.

## 6. Roles and Responsibilities

### 6.1 Board of Trustees

The Board of Trustees is responsible for:

- approving this policy;
- monitoring compliance;
- ensuring appropriate reporting arrangements are in place;
- reviewing serious incidents;
- promoting continuous improvement in health and safety.

### 6.2 Managers and Activity Leaders

Managers and activity leaders will:

- respond promptly to accidents and incidents;
- ensure injured individuals receive appropriate assistance;
- arrange emergency services where required;
- complete accident reports;
- investigate incidents where appropriate;
- implement corrective actions to reduce future risks.

### 6.3 Staff and Volunteers

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All staff and volunteers must:

- take reasonable care of themselves and others;
- report accidents immediately;
- report unsafe conditions;
- cooperate during investigations;
- complete incident reports when requested.

Failure to report an accident or incident may place others at risk and may be treated as a breach of organisational procedures.

## 7. Reporting Procedures

Any accident, incident or near miss occurring during Charity activities must be reported to the responsible manager or activity leader as soon as reasonably practicable.

Reports should include:

- date and time;
- location;
- names of those involved;
- description of the event;
- injuries sustained;
- immediate action taken;
- witnesses;
- whether emergency services attended.

Where an individual requires first aid, the treatment provided should also be recorded.

## 8. Serious Accidents and Emergencies



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Emergency services should be contacted immediately where an incident involves:

- serious injury;
- loss of consciousness;
- severe bleeding;
- suspected fractures;
- suspected heart attack or stroke;
- fire;
- dangerous structural damage;
- violence;
- any situation posing immediate danger.

Where appropriate, parents, guardians or emergency contacts will also be informed.

### **9. Investigation**

Job Skills Training Association will investigate accidents and incidents where appropriate to determine:

- what happened;
- why it happened;
- whether existing controls were effective;
- whether additional control measures are required.

Investigations may include:

- speaking to witnesses;
- reviewing CCTV where available;
- inspecting equipment;
- reviewing risk assessments;
- identifying corrective actions.

The purpose of investigations is to improve safety and prevent recurrence rather than assign blame.

### **10. RIDDOR Reporting**

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Certain serious injuries, dangerous occurrences and occupational diseases must be reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Where an incident is reportable under RIDDOR, Job Skills Training Association will ensure that the appropriate notification is submitted within the required timescales.

Examples may include:

- specified serious injuries;
- dangerous occurrences;
- work-related fatalities;
- occupational diseases;
- injuries resulting in absence from normal work for more than the statutory reporting threshold.

## 11. Record Keeping

Accident and incident records will be maintained securely.

Records will normally include:

- accident report forms;
- witness statements;
- photographs where appropriate;
- investigation findings;
- corrective actions;
- follow-up actions.

Records will be stored confidentially and only accessed by authorised personnel.

## 12. Learning and Continuous Improvement

The Charity is committed to learning from accidents and incidents.

Following investigations, the Charity may:

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- review risk assessments;
- update procedures;
- provide additional training;
- improve supervision arrangements;
- replace unsafe equipment;
- introduce additional control measures.

The aim is to prevent similar incidents occurring in the future.

### **13. Monitoring and Review**

The Board of Trustees and senior management will monitor accident and incident trends to identify opportunities for improvement.

This policy will be reviewed:

- every 12 months;
- following serious incidents;
- following changes in legislation;
- following significant operational changes.

### **14. Organisation-Specific Scenarios**

#### **Example 1 – Workshop Injury**

During a CV writing workshop, a participant trips over a loose cable and suffers a minor ankle injury.

A member of staff provides first aid, records the accident, removes the hazard and reviews the room layout before future sessions.

#### **Example 2 – Community Event**

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During a community careers event, a display stand falls and narrowly misses a visitor.

Although no injury occurs, the incident is recorded as a near miss and all display equipment is inspected before future use.

### Example 3 – Outreach Activity

A volunteer slips while setting up equipment at an outreach venue and requires hospital treatment.

Emergency services are contacted where appropriate, the incident is recorded, and the Charity considers whether the incident is reportable under RIDDOR. A review of the risk assessment is completed before future activities.

## 15. Board Approval and Version Control

Policy Owner: Job Skills Training Association

Approved by: Board of Trustees / Management Committee

Effective Date: March 2024

Last Reviewed: May 2025

Next Review Due: May 2026

Review Cycle: Every 12 months

## 16. Contact Details

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For questions regarding this policy, please contact:

Job Skills Training Association

Email: [jstraining.org@gmail.com](mailto:jstraining.org@gmail.com)

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**Document Declaration**

By working or volunteering with Job Skills Training Association, all trustees, employees, volunteers, interns and contractors acknowledge that they have read, understood and agree to comply with this Accident & Incident Reporting Policy.

Failure to comply with this policy may result in appropriate action being taken in accordance with the Charity's policies and procedures.

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