

## **Report of injuries and near misses**

### **Incidents**

It is important that the development of meaningful risk assessments is assisted by an accurate database of incidents, which have caused (or had the potential to cause) injury, ill health or damage – including those incidents termed “near misses”.

Incidents may comprise any of the following descriptions:

**Injury** - All incidents requiring first aid treatment at any premises or work location under the control of the company shall be recorded in the appropriate statutory form/accident book, and on the Active Communications Company Ltd Injury Incident Report form.

**Acute illness** - Any individual who is in the employ of the company and who suffers acute illness at a work location or premises under the control of the company may be subject to medical assessment to establish the cause of the incident. A similar obligation is imposed on contractors employed on company premises. The senior manager present shall record all such incidents on the appropriate form.

**Damage incidents** - Any incident resulting in damage to work equipment and / or property, which occurs at work locations under the control of the company shall be recorded on the Active Communications Company Ltd Damage Incident Report form.

**Statutory reporting of incidents** - Any incident within the remit of RIDDOR 1995 shall be formally notified to the enforcing authority within the prescribed timescale. It is the responsibility of the senior company representative at the work location to ensure that this duty is discharged, regardless of the employer involved.