



RAUNDS TOWN COUNCIL

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ACCIDENTS OR NEAR-MISSES POLICY

1. The Council has adopted this policy document to enable a corporate approach to be made in respect of the rules relating to accidents (involving loss, injury or damage) or near misses.
2. This policy document will form part of employees' contracts of employment.
3. All incidents likely to give rise to claims against the Council must be reported immediately to the Clerk to the Council and thereafter confirmed in writing as quickly as possible.
4. Particular care should be taken so as to ensure that no statements are made at the time of such incidents on questions as to who might be responsible for the incident.
5. You are reminded that the conditions of the Council's insurances require that all reasonable steps must be taken to prevent accidental loss, damage or injury. There are numerous near-misses before you have an accident, statistically speaking, therefore it is imperative that all near-misses are reported.
6. Where actual or potential physical injury occurs to an employee or visitor to Council premises or to an employee in the course of his/her duties on other premises, the accident must be reported to the Clerk to the Council and recorded in the accident book. In addition, an accident on premises owned or operated by another company or organisation should be recorded in their accident book. All employers are required by law to keep such records.
7. Raunds Town Council does not have insurance cover for items of personal property damaged or destroyed during the course of employment except where that damage is caused by an assault on the employee.
8. Accidents and/or significant near-misses should be reported to Raunds Town Council under the Health & Safety caveat.

Adopted 1st January 2010. Amended April 2015
To be reviewed Tri-annually.