



Advanced Access Platforms Accident & Incident Policy

The purpose of this policy is to ensure that when an accident occurs with Advanced Access Platforms or during Advanced Access Platforms work activities, the appropriate action is taken, and accurate information is recorded and communicated.

It is the responsibility of every member of staff to ensure that accidents and injuries are dealt with appropriately and swiftly.

The safety of all staff is paramount, every measure will be taken to protect staff from hurting or injuring themselves. However sometimes accidents do unavoidably happen, and the following procedure will be carried out in dealing with the situation:

- The extent of the injury will be assessed and if necessary, call for medical support/ambulance.
- The first aid procedures will be carried out by a trained first aider who are identified on local signage and staff inductions.
- If the situation is more serious, call for emergency services whilst making sure all members of staff remain safe.

After every accident, however minor:

- An incident report will be completed, signed, and witnessed.
- Accidents are logged and an accident investigation form must be started within 3 days of the accident/incident.

We follow the guidelines of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) & the Health & Safety Executive (HSE).

First aid

At Advanced Access Platforms we pride ourselves on having a high level of staff members either 3 days first aid trained or emergency first aid at work trained. All First Aid training will be renewed every 3 years. First aid boxes are dotted around the offices and depots, including eye wash stations, and visibly labelled up with an up-to-date inventory/item list. We always have access to over flow first aid kit items so we can replenish when needed.

The executive board are responsible for making sure all training, first aid kits and staff details are kept up to date as per our legal obligations.

When an accident occurs, it is the responsibility of the first aider to determine whether the injury can be dealt with in the setting or if medical assistance is required.



Accident & Incident Procedures

An accident is an unfortunate event or occurrence that happens unexpectedly and unintentionally, typically resulting in an injury, for example tripping over and hurting your knee. An Incident is an event or occurrence that is related to another person, typically resulting in an injury, for example being pushed over and hurting your knee.

Dealing with Accidents or Incidents

We keep written records of all accidents, incidents, or injuries together with any first aid treatment given. Any event, however minor, is recorded by completion of an “accident/incident report” and the procedure is the same for both types of events as follows:

An accident/incident report is completed by a member of staff who witnessed the event.

The form must be written accurately and clearly.

Accident & incident forms are readily available for staff to complete immediately

The form must include:

- Whether it is an accident or incident being recorded
- Date of accident/incident
- Time of accident/incident
- Name and signature of person who dealt with the accident/incident.
- Description of accident/incident
- Description of care given (i.e first aid provided, comfort and reassurance etc)
- Name of person who gave care (this must be a paediatric first aid qualified member of staff)
- Description of injury (if applicable)
- Position of injury illustrated (use body map if necessary)
- Witness signature.
- Whether follow up medical advice is needed

In the event of an incident, both accident and incident reports must be completed.

Information Retention

Accident & Incident forms are kept on file for at least 21 years and 3 months.



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