

Accident Reporting Guidance

Location: Velocity Tower, St Mary's Gate, Sheffield

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Introduction

This guidance document is designed to assist and provide further direction in conjunction with the accident and incident investigation procedure at Velocity Tower.

Completing the Form

When completing the form, ensure to use a unique reference number specific to the investigation. The person conducting the investigation may differ from the person who reported the accident, especially if it was a member of the public. However, the reporting person can also be the investigator.

This form should be used for property-related incidents such as the failure of bellows, a fire in a residential flat, personal injury, or near misses. If the affected person is a tenant, they are considered a member of the public. When reporting an incident involving a tenant, clarify that they are both a member of the public and a tenant.

Immediate Causes

An immediate cause is the apparent cause of the accident. For example:

- If a person trips over a broken and raised paving slab, the immediate cause is the raised paving slab.
- If a person injures themselves lifting a heavy box, the immediate cause is the lifting of the heavy item.

Identifying the immediate cause is important, but it is rarely the only cause. Further investigation into underlying or root causes is necessary.

Underlying Causes / Root Causes

An underlying cause, or root cause, is one of usually multiple factors that create the environment for the accident or incident. For instance, a lack of a system to inspect or maintain equipment can lead to equipment failure. If a maintenance system were in place, the incident might have been prevented.

Examples of underlying factors include:

- Failure to maintain equipment
- Excessive workload
- Lack of training
- Poor or lack of supervision

- Inadequate safety systems or work instructions
- Failure to communicate risks

To identify underlying causes, ask why repeatedly (e.g., Why did the equipment fail? Why was there no maintenance?).

Collection of Evidence

Collecting evidence of both the cause of an accident and the adherence to proper procedures is crucial. For instance, if someone is injured by a lift, collect evidence of lift maintenance and any misuse (e.g., CCTV footage).

Examples of evidence to collect include:

- Photographs
- Witness statements (using the witness statement form)
- Maintenance records
- Weather conditions (if relevant)
- Plans or maps of the area
- Maintenance agreements or contract extracts
- CCTV recordings
- Measurements (e.g., fall distances)
- Risk assessments and method statements
- Training records

Witness Statements

Witness statements should be obtained from anyone who witnessed the accident or its immediate aftermath. These statements can provide valuable insights into the causes and effects of the incident. If there are many witnesses, a representative sample may suffice unless more statements are necessary for a clear understanding.

Statements should be collected as soon as possible to prevent 'collaborated evidence' due to people discussing the event. The forms can be passed to witnesses to complete themselves.

Photographs

Photographs should be taken as soon as possible to preserve evidence of the scene. Photographs of the usual condition of the area or item involved can also be helpful.

Weather Conditions

While not always relevant, weather conditions can significantly impact an accident or incident. A simple statement of the weather conditions at the time can provide context (e.g., heavy rain, clear day).

Writing the Investigation

Be factual in your report. Avoid assumptions and ensure that any statements or opinions are clearly attributed to the person who made them. Reference any documented evidence directly (e.g., "Service record xxxxx from contractor x shows the machine was last serviced on dd/mm/yy").

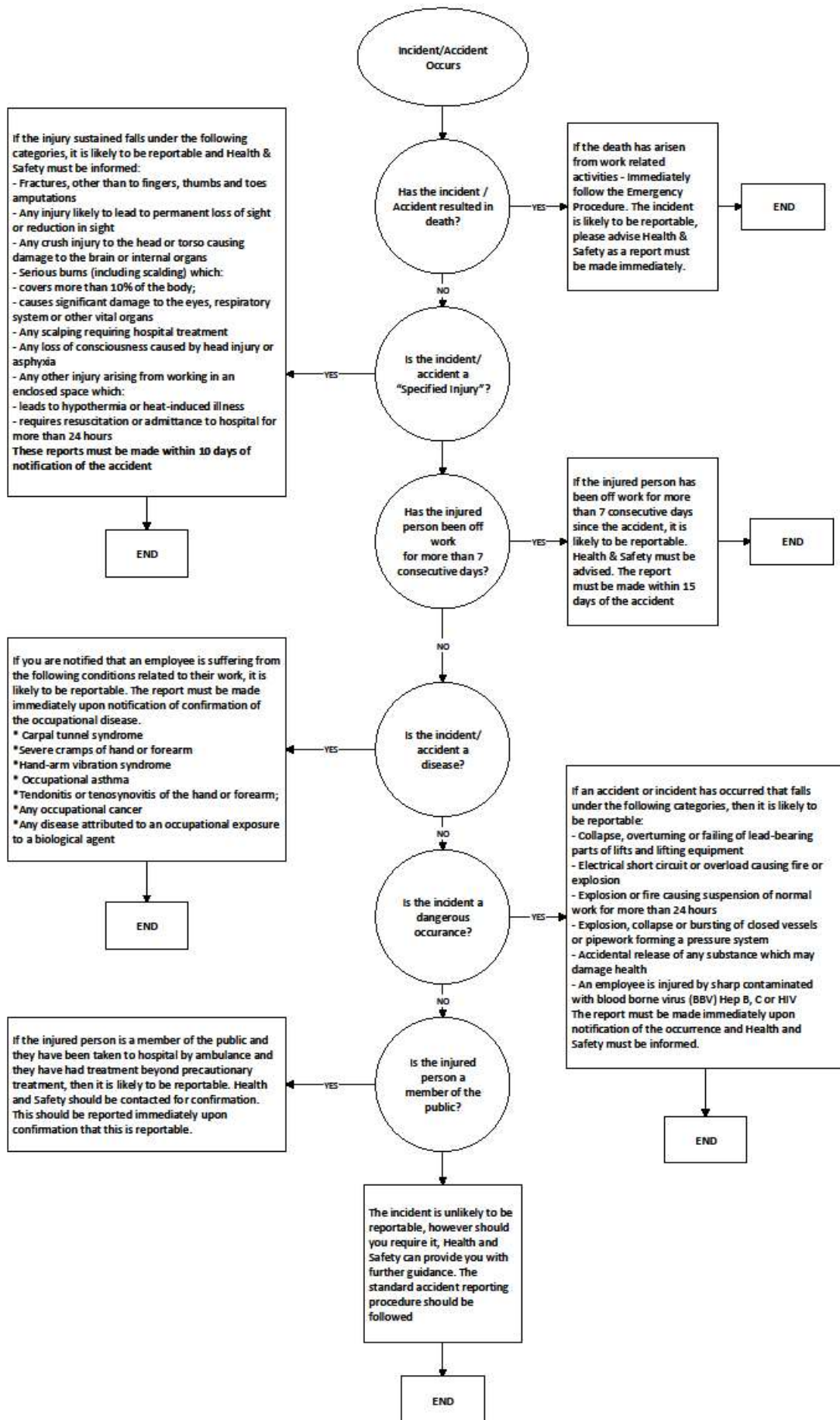
Using bullet points can be effective for highlighting key points and summarizing findings.

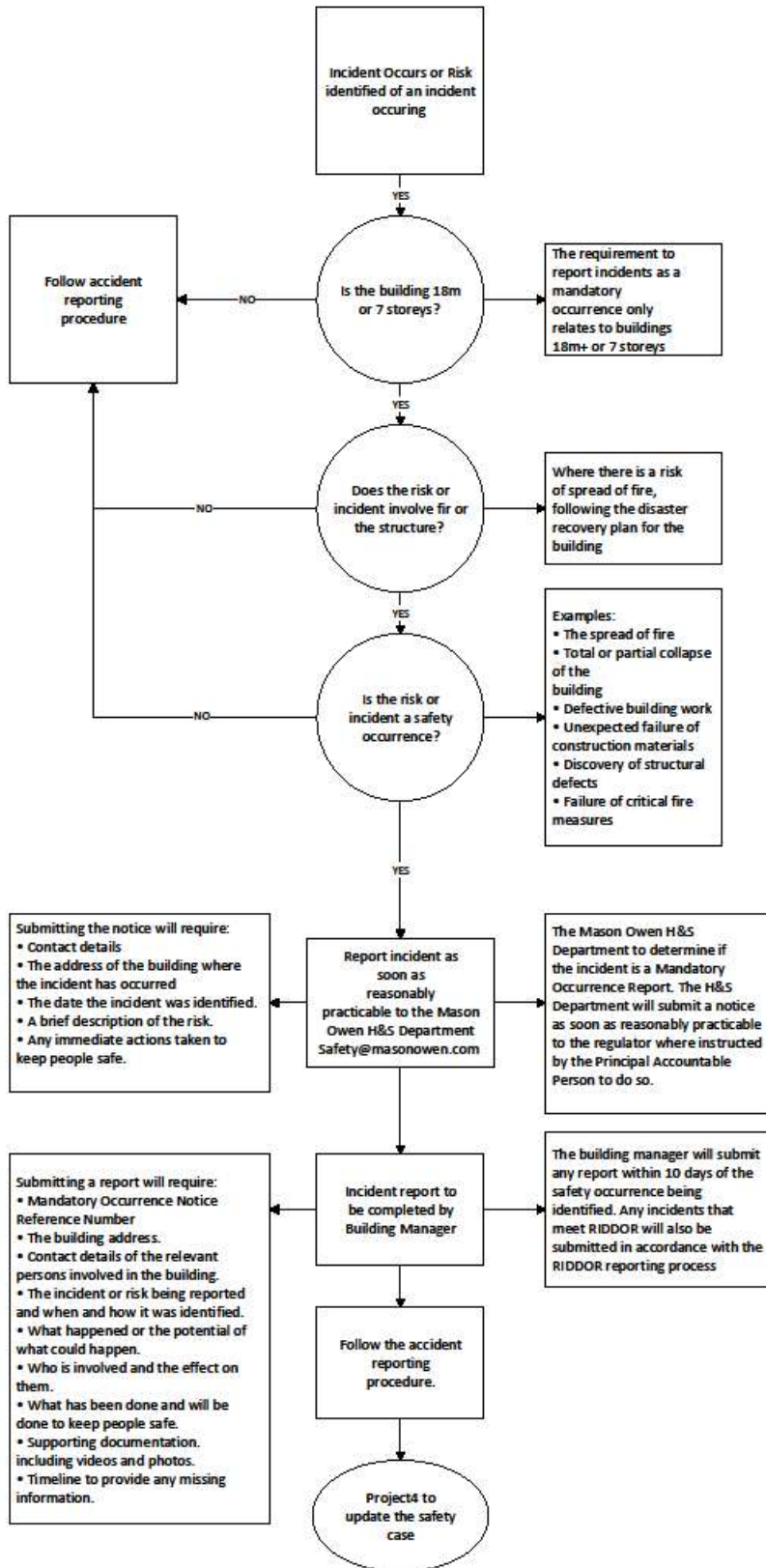
Reportable Accidents (RIDDOR Reportable Incidents)

Certain types of accidents must be reported under legislation. These include:

- Fatalities
- Specified injuries to employees (e.g., fractures, head injuries)
- Over 7-day injuries (where an employee is absent or unable to perform normal duties for more than 7 consecutive days)
- Occupational diseases (e.g., contact dermatitis)
- Dangerous occurrences (e.g., failure of a pressure system)
- Members of the public taken to hospital via ambulance

A flow diagram provided in Annex A and B can help determine if an accident or incident is reportable and specifies the reporting time frames, which must be strictly adhered to.





Document control

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Accountable Director	Mark Williams

Version Control

The version number should increase by 0.1 if the changes are minor, or by 1.0 if there have been significant changes. Below is the expected future review schedule.