

Catharsis Incident Reporting Policy and Form

This policy should be read in conjunction with the Health and Safety Policy Statement. See also the Catharsis Lockdown Policy for serious incidents and COSH Policy for use of hazardous substances. Incident reporting is crucial in order to ensure the Health and Safety of staff and clients is monitored and improved. The reporting of an incident should be viewed as the beginning of an improvement process; the ambition is that Catharsis will operate and deliver ever-improving services.

With this ambition in mind, all staff will share in their responsibility to:

- Manage and reduce risk wherever possible
- Alert managers and institutions to near misses or events that could have been more serious
- Identify patterns of behaviour
- Comply with legal requirements

All staff will be supported with the management of risk.

If an accident is arising out of, or in connection with work, there may be a duty to report the incident to the Health and Safety Executive (HSE). Catharsis will ask a number of key questions relating to any accident which include:

- Was the accident related to how the work was carried out?
- Was there any machinery, equipment or chemicals involved?
- What condition were the premises in where the accident took place?

Catharsis will follow the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR) as required. The responsibility to do so will be that of the Managing Director (Hannah Robertson). However all persons have responsibility to report an incident if they have reason to believe the responsible manager has not done so.

All incidents should be reported to and will be formally investigated by the Senior Leadership Team of Catharsis, including incidences occurring on other premises. The records in the accident log will be reviewed annually to track progress and ensure any relevant measures have been taken to reduce risk and improve health and safety processes.

Self employed or contracted staff and RIDDOR.

If a self-employed worker suffers a major injury the responsibilities are as follows:

- If self-employed person is on their own premises, they are responsible for reporting the incident to the enforcing authority.
- If the self-employed person is injured while working in someone else's premises, the person in control of those premises would be responsible for reporting the accident to the enforcing authority.

Note that most work completed by Catharsis staff and contactors is completed in other people's premises such as shared spaces, school premises and community buildings.

Review

Implementation / Review date	Reviewers
August 2024	Hannah Robertson
Next Review date	Keren Adler
August 2025	

Catharsis Accident and Incident Reporting Form

About the person completing the form:	
Name:	
Job Title:	
Contact Details (e-mail)	
Contact Details (phone)	
Accident / Incident details:	
Date of event:	
Time of event:	
Location of event:	
Please detail what happened, when it happened, where it happened and how it happened). - Were machinery, equipment or chemicals involved? - What condition were the premises in where the accident took place?	
Witness Statement if relevant	
Incident Reported to Managing Director	
Yes / No	
Date reported:	
Signed:	