



Reporting and Investigating of Accidents and Other Incidents involving KMS employees – Revision 4 August 2022

An accident is an unintended incident, which causes or could have caused physical injury. This specifically includes acts of violence to people at work. All accident should be reported to KMS head office no matter how minor. Certain accidents must also be reported to the health and safety inspector of the local authority. This is done by KMS head office.

The hotel may also have additional requirements for reporting accidents.

Accident Reporting

All accidents, no matter how minor, must be investigated and reported to KMS head office by the Head Housekeeper.

The procedure to be followed is-

- Attend to the injured person.
- Investigate the incident as soon as possible to ensure any dangerous condition is removed or made safe - if you need to get help!
- Complete the form online here <https://form.jotform.com/222274151395050> to help you ensure all the necessary steps have been taken.
- IF you cannot access the online form, print the form at the end of this document and send a copy of the report form to clive@kmsuk.net and stephan@kmsuk.net
- Where possible (and appropriate) ask witnesses to make a brief statement of the incident.
- Check if it is a RIDDOR notifiable situation – see page 2 below
- Enter the incident in the Accident Book.
- Remove the relevant page and file in a secure place – photo the page and email the contacts above (step 4)

Advice on investigating Accidents

The investigation should commence as soon as is practicable after the event. The immediate aftermath will be concerned with making the location safe, dealing with any casualties and recovery. This should not result in the disturbance of the site of the accident or destruction of evidence.

The accident should be viewed as an opportunity to see if the measures that are taken to prevent accidents (as much as reasonably possible) are adequate and effective. On this occasion somebody got hurt (or could have).

Establish the facts of the accident by:

Inspection

This should include the following:

KMS (UK) Ltd
1st - 4th Floors, 203 Victoria Street, London SW1E 5NE
Tel: 020 7821 1500 Fax: 020 7821 1501
www.kmsuk.net

1. Site layout (e.g. condition of floors, lighting levels, layout of equipment).
2. Condition of equipment.
3. Machinery (e.g. Provision of guards and safety devices etc.).
4. Notices and safety signs.

Interview

Possible sources of information relevant to the investigation:

1. Victim
2. Others directly involved
3. Eye witnesses
4. Supervision/Management involved

Remember establish facts not opinions and avoid making assumptions.

RIDDOR

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulation require that certain serious events are reported to the health and safety inspector. The notifications are made by KMS head office so any incident that may be notifiable must be reported at once by phone to either Clive Gates 07958 245899 or Stefan Dimov 07730 764781

Notifiable Incidents include-

Death

The **death** of any person must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

Specified Injuries to Workers

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
 - o Covers more than 10% of the body
 - o Causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which:
 - o Leads to hypothermia or heat-induced illness
 - o Requires resuscitation or admittance to hospital for more than 24 hours

Over-Seven-Day Incapacitation of a Worker

Accidents must be reported where they result in an employee or self-employed

person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days.

Non-Fatal Accidents to Non-Workers (E.g. Members of the Public)

This would be the responsibility of the hotel management and their procedures will need to be adhered to. Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

Head office procedure – notification to insurers

On receipt of an accident report form, access the severity of the reported accident.

In the case of a RIDDOR report, our insurers must be notified.

Insurers

Darwin Clayton

Contact: Lewis Sacre

Email: Lewis.Sacre@dcuk.co.uk

T: 01892 511144

D: 01892 500007

M: 07979 808 826

KMS (UK) LTD Accident Report -for use when online for not accessible

Name of injured person	
Job title	
Name of person completing form.	

Date of Accident		Time	
Location of accident			
Activity being undertaken at time of accident			
Details of any equipment or substance involved			

Brief description of how the accident happened	

Names of any witnesses to the accident	
Details of injury or damage resulting	
Treatment provided	

Causes of the accident	
Action recommended to prevent recurrence	

Form completed by

Date