

## ACCIDENT REPORTING AND INVESTIGATION POLICY

Policy Title:	Accident Reporting and Investigation Policy
Author:	Haseeb Ahmed – Business Support Manager
Approved by:	Badar Chaudhry – CEO
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### Purpose

This policy ensures all accidents, incidents, and near misses occurring on IQUK premises or during IQUK-organised activities are promptly reported, investigated, and recorded to prevent recurrence and promote a safe learning and working environment.

This policy applies to:

- All staff (permanent, temporary, or agency)
- Students and apprentices
- Contractors and service providers
- Visitors and members of the public present on college premises

### Responsibilities

- All accidents must be reported immediately to a designated staff member or first aider.
- A written report must be completed using the IQUK Accident Report Form and submitted to the Operations Manager within 24 hours.
- Serious incidents must be reported to the relevant external authorities, including the Health and Safety Executive (HSE), where required.

### Investigation

- An internal investigation will be led by the Campus Manager or appointed personnel.
- Findings will be documented, and corrective actions must be implemented to prevent future incidents.
- Records must be securely retained for a minimum of 3 years (or longer if required).