

Accident Recording Procedure

The Health and Safety Administrator is responsible for reporting accidents to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) where there is an obligation to do so.

All accidents and cases of work related ill health must be recorded in an Accident Book. Accident books are kept at the Church entrance notice board and at the Church Hall entrance notice board. Completed accident forms must be delivered to either the Session Clerk or Church Secretary, who will advise (as appropriate) the following:

- The Session Clerk 01555 661454
- The Minister 01555 661936
- The Health and Safety Administrator 07947 387 345