

Accident & Emergency Procedures

An accident or incident is an unplanned event that results in injury to a person, damage to property or some other loss.

The object of an Emergency Procedure is to be able to protect lives and minimise damage to assets or property.

In the event of an accident / incident :-

1. Assess the situation.
2. Take charge or call a First Aider (if working on site) to ensure that the injured employee has received appropriate medical attention. If the injury seems more serious, call an Ambulance.
3. Ensure that the scene of the accident is not disturbed, if possible, in case an investigation needs to be carried out.
4. Report the accident to either the First Aider (if on site), or to Instalec's Competent Person (Paul Jones) as soon as is possible.
5. All accidents, however minor, and not necessarily resulting in personal injury, should be fully detailed in Instalec's Accident Book as soon as practicably possible.
6. In cases of Emergency, ie serious imminent danger from Fire, Gas, Bomb Threat, Assault etc – evacuate the building and contact Instalec's Competent Person(Paul Jones).