

Steve Mitchell Wedding DJ & MC

Accident Procedure

- The person responsible for reporting accidents, incidents or near misses is the member of staff who witnesses the incident. They must record it in the Accident File and report to Steve Mitchell, who will then report the incident to the venues manager. This should be done as soon as the accident is dealt with, while the details are still clearly remembered.
- Steve Mitchell must report serious accidents to the venues Manager or registered person for investigation for further action to be taken (i.e. full risk assessment or report under Reporting of Injuries and Dangerous Occurrences Regulations (RIDDOR)
- The Accident File will be kept for at least 21 years 3 months.
- Where medical attention is required Steve Mitchell/ Venue Manager is responsible for contacting the emergency services.
- Where medical treatment is required you should also inform the insurance company in writing.

First Aid

The first aid box is located:

In the company vehicle.

Location of the venues first aid box is a priority prior to working.

If a major accident occurs the procedure is as follows:

At all times the staff must wear protective clothing.

- * A First Aider will assess the injury and determine whether hospital treatment is required.
- * In the event of hospital treatment additional staff cover will be implemented.

If a minor accident occurs the procedure is as follows:

At all times the staff must wear protective clothing.

- * The person is assessed.
- * If necessary a First Aider is called to assess.
- * The injury is treated.
- * The incident is then recorded and kept on file.