



ACCIDENT & INCIDENT REPORTING

Course Number

S1

Validity

3 Years

Duration

3 Hours

Assessment

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This course provides delegates with the knowledge and confidence to accurately report and record workplace accidents and incidents in line with current legislation and company procedures.

Delegates will learn the importance of timely and factual reporting, how to complete accident report forms correctly, and how to identify what should (and shouldn't) be reported. The course also covers the responsibilities of employees and employers, and how effective reporting contributes to a safer workplace.

Introduction

- Introduction and course overview

Course Programme

- Legal requirements and responsibilities
- What is an accident or incident?
- When and how to report
- Completing accident/incident report forms
- Common reporting errors and how to avoid them
- Importance of accurate, factual reporting
- Record-keeping and data protection considerations
- Course evaluation

Suitable for:

Care, Education
and Commercial



"Providers must notify CQC of all incidents that affect the health, safety and welfare of people who use services" CQC