

Accident Reporting and RIDDOR Procedures

Training Creatively maintains a robust Health & Safety Policy, which includes comprehensive procedures for accident reporting, investigation, and RIDDOR compliance. (Policy available at: [Health & Safety Policy](#))

- **Accident Recording:** All workplace accidents, incidents, and near-misses are logged in the company's Accident Book in accordance with statutory requirements.
- **Investigation:** Senior management conducts prompt investigations of all incidents to identify root causes and implement corrective actions to prevent recurrence.
- **RIDDOR Compliance:** Incidents that meet RIDDOR criteria (such as specified injuries, occupational diseases, or dangerous occurrences) are reported without delay to the Health and Safety Executive (HSE) through official channels.
- **Oversight:** The appointed Health & Safety Officer is responsible for ensuring all reporting and compliance processes are followed and that procedures are regularly reviewed.

These measures demonstrate *Training Creatively's* commitment to maintaining a safe and compliant working environment for all staff, learners, and stakeholders, in full alignment with UK health and safety legislation.