



## **Exeter Food Action Accident Policy**

### **1. Introduction**

Exeter Food Action (EFA) is committed to providing a safe working environment for all its employees, volunteers and beneficiaries. This policy sets out the procedures to be followed in case of accidents or incidents that occur on the premises or during EFA events.

### **2. Scope**

This policy applies to all employees, volunteers, contractors, trustees and any other person associated with EFA. The policy outlines the procedures for reporting, investigating and recording accidents or incidents.

### **3. Procedures**

#### **3.1. Reporting Accidents**

All accidents or incidents, no matter how minor, must be reported immediately to the designated person in charge, usually the manager or, in their absence, another designated employee or trustee.

#### **3.2. Providing First Aid**

If necessary, first aid should be provided to the injured person immediately. All employees and volunteers should have access to first aid equipment and be aware of its location.

#### **3.3. Recording Accidents**

All accidents or incidents, no matter how minor, must be recorded in the accident book. The accident book will be kept in a secure location and be accessible to the designated person in charge.

#### **3.4. Investigating Accidents**

All accidents or incidents must be investigated to establish the cause and prevent future occurrences. The investigation may be carried out by the manager or, in their absence, another designated employee or

trustee.

### **3.5. Reporting to Health and Safety Executive (HSE)**

If the accident is serious and results in an employee or volunteer being absent from work for more than three days, or involves a reportable injury or death, EFA must report the incident to the Health and Safety Executive (HSE) as soon as possible.

### **3.6. Reviewing and Updating the Policy**

This policy will be reviewed annually and updated as necessary to ensure it remains effective and relevant to the needs of EFA.

## **4. Training**

All employees and volunteers must receive training on this policy and be made aware of the procedures for reporting, investigating and recording accidents or incidents.

## **5. Communication**

This policy should be communicated to all employees, volunteers, contractors and trustees, and be available on EFA's website.

By implementing this accident policy, EFA aims to minimize the risk of accidents and ensure that all accidents or incidents are dealt with promptly and effectively.

**Agreed by Trustees on: 28.02.26**

**Date for review: February 2027**