

Thameslink Programme Health & Safety – Good Practice 007

Bridgeway Process/AIR Form for Accident Reporting

Overview/Description

A recent accident involving a staff member highlighted that there were opportunities for improvements in the way we:

- Report accidents and incidents
- Handle the situation
- Gather and share information.

To aid improvement going forward, Bridgeway have introduced a new Accident / Incident Reporting (AIR) form. The form is designed to provide guidance on the steps that should be taken and offers direction on the necessary information that must be collected in the event of an accident or incident.

Key Principles of the AIR form:

The AIR form gives guidance to staff on the scene on managing accident and incident responses. The key principles are:

- Stabilise & support the injured person then ensure/make the site safe
- Advise relevant parties
- Worksite Continuity
- Injured Person aftercare and information collection
- Advise relevant parties with updated information

Benefits of the AIR form

- The AIR form has an easy to read flowchart that is categorised and colour coded in reference to the checklist for information that needs to be collected and recorded.
- The AIR form provides guidance on actions to be taken and information collected during crucial times:
 - To inform relevant parties
 - Information collection
 - Injured party aftercare
 - Worksite continuity and staff management