

Accident and Incident Policy



This policy is to ensure that the employees at Xander Recruitment Group

1. Objectives

- 1.1 To ensure that Xander Recruitment Group has procedures and trained staff in place to appropriately record, report and investigate all incidents and near misses.
- 1.2 To ensure that, following investigation, and were found to be necessary, action is taken to prevent a recurrence and the risk of future similar incidents.

2. Policy

- 2.1 Xander Recruitment Group will record, and where appropriate, report to the relevant authorities, all incidents which occur in connection with services carried out by our employees at the clients we provide services for. Incidents of all types, whether or not they result in actual injury or property damage, will be recorded and investigated.
- 2.2 All incidents which involve employees, contractors, visitors, members of the public and service users that occur at the premises of Xander Recruitment Group will be recorded and investigated.
- 2.3 Incidents which occur in connection with our service activities and affect our employees or patients at any of our clients locations will be recorded and investigated
- 2.4 All accidents, incidents and near misses will be recorded on an appropriate form which may be held in paper or electronic copy. All completed reports will be stored in accordance with UK GDPR principles, policies and procedures.

Alex Stockley - Managing Director – XANDER RECRUITMENT GROUP LIMITED

A handwritten signature in black ink that reads "Alex Stockley".

Date: March 2024