



## What to do after an Accident at Work ?

If you have had an accident at work, it's important that you know what to do next. We've put this guide together to help you.



For more information visit [www.croftonsinjuryclaims.co.uk](http://www.croftonsinjuryclaims.co.uk) or telephone **0800 2800 094** to see how Croftons can help you.

All Employers have procedures to deal with accidents that happen in the workplace which you should follow. Most importantly you should do the following:

### 1. Get Medical Attention

Your Employer is required to have a First Aider on site who should attend to you urgently. You should then attend your GP or Hospital (depending on the severity of your injuries) so that you can be treated.



Make sure that you tell them that your accident happened at work, ideally explaining where your injury happened and what happened so that it can be recorded within your medical records.

### 2. Report Your Accident

Report your accident to your Line Manager or Health & Safety Officer (even if your injury only appears to be minor) on the day of your accident, or within 48 hours.

Your Employer is required by law to have an Accident Book on the premises and it is important that this is completed accurately and then signed by you.

If there is no accident book, or no-one makes a note of your accident, write a letter to your employer advising them of what happened and the injuries that you have suffered.

Another report (known as a RIDDOR Report) may also need to be completed and sent to the Health & Safety Executive.

*Do not sign something that you know or believe to be incorrect as these reports will be used as evidence in any future claim. It is therefore important that the contents are factually correct.*

### 3. Gather Evidence

It is important that you make a note of as many details as you can, as soon as you can, after the accident.

Make a note of what happened and why it happened. It might be easier to (and we would recommend that you do) prepare a sketch of the accident location while it is fresh in your mind.

You should also get names and contact details of any witnesses / colleagues who saw or heard the injury / accident happen. If possible, take photographs of the accident location to show what caused your accident (for example, any defective and/or dangerous machinery).

*If you think there is any other information that may be relevant, make a note of it. Such as, weather conditions, any injuries sustained, details of any conversations that you had about your accident, other factors that contributed to your accident.*

### 4. Contact Us

If you have suffered injury from an accident at work in the past three years that was not your fault, and you want to discuss making a claim for compensation, then contact us on

**0800 2800 094**, email [injuryclaims@croftons.co.uk](mailto:injuryclaims@croftons.co.uk) or visit our website [www.croftonsinjuryclaims.co.uk/claim-now](http://www.croftonsinjuryclaims.co.uk/claim-now)

***Sometimes employees are reluctant to bring a claim against their employer for fear of losing their job. Rest assured – you cannot be lawfully sacked for bringing a compensation claim against your Employer. Remember, it is not your Employer who is paying the compensation, it is their insurance, which is taken out by your employer for this reason.***

*The purpose of a claim is to “put you back in the position that you would have been in, if your accident had not happened”. This includes any expenses or loss of earnings that you have incurred due to your accident / injury. It is important that you keep a note of these losses as and when you incur them, keeping hold of receipts, wage slips etc. We can advise you further on the compensation you are entitled to recover when we speak with you.*

