

Accident and Incident Policy and Procedure

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1. Purpose

- 1.1. To ensure that accidents are recorded, reported and investigated.
- 1.2. To ensure that all staff are aware of their roles and responsibilities in relation to the recording, investigation and reporting of accidents.
- 1.3. To ensure that accidents are reduced as far as is practical.

2. Policy

- 2.1. The Caretech Group Compliance & Regulation Director has overall responsibility for management of health and safety.
- 2.2. Registered Managers and School Heads are responsible for the implementation of this policy on a day to day basis.
- 2.3. Cambian Group will ensure that:
 - Adequate resources will be made available for the implementation of this policy.
 - This policy and associated procedure are effectively communicated.
 - All accidents and incidents are recorded and records kept.
 - All injuries, diseases and dangerous occurrences defined within the RIDDOR regulations are notified to the relevant enforcing authority.
 - Accidents and incidents are investigated where necessary; any recommendations are actioned and feedback is given to the workforce.
- 2.4. This policy will be reviewed and revised at least annually or sooner if this becomes necessary.

3. Procedure

What do I need to do?

Registered Managers and School Heads should:

- 3.1. Provide and maintain an **Incident Log**.
- 3.2. Record all accidents and incidents in the incident log. This includes accidents and incidents involving employees, individuals, visitors, contractors and members of the public.
- 3.3. Complete an **Accident Form GHS 04.01.03** for all accidents involving personal injury and any near misses including the following:
 - Physical violence, including threatening behaviour.
 - Vehicle collisions
 - Absconding

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- Issues in relation to drug administration
 - Regulatory notifications – refer to notifications policy in relation to CQC, HIW, e.g. serious injuries to a person using the service, notifiable infections etc.
- 3.4. Completed forms will need to be kept in a separate folder from blank forms to comply with the requirements of the Data Protection Act.
- 3.5. If the accident/incident meets the criteria for RIDDOR reporting follow the procedure as given in paras 3.15 – 3.19 below. [HSE Reporting Guidance](#) on what is and is not RIDDOR reportable is available. [GHS 04.01.04](#) (health and social care) and [GHS 04.01.08](#) (schools) refer.
- 3.6. Investigate all accidents as detailed below.

Investigating Accidents

- 3.7. Thoroughly investigate accidents/ near misses involving employees, individuals or members of the public and record using [Accident Investigation Report](#) form [GHS 04.01.02](#).
- 3.8. Make arrangements for the accident scene to be photographed or make a sketch.
- 3.9. Interview any witnesses and, if possible, the injured person as soon after the incident as is practical. Take a written signed statement.
- 3.10. Identify and obtain any relevant records, including maintenance and training records.
- 3.11. The aims of the investigation are to find out:
- What happened?
 - What caused the accident/incident?
 - Who was involved?
 - When did it occur?
 - Where did it occur?
 - How could it have been prevented and how?
 - What needs to be done to prevent a recurrence?
- 3.12. Consider the following:
- Managerial factors - risk assessments, responsibilities, safe systems of work, preventative measures, and resources.
 - Occupational factors - plant and equipment, hazardous substances, and work activity.
 - Environmental factors - the work/public area, lighting, noise, etc.
 - Personal factors - personal behaviour, substance abuse, violation of procedures, age.
- 3.13. Obtain the following records and attach to the accident report form:
- Investigation report and photographs.
 - Witness statements
 - Details of any first aid given.
 - Documents relating to previous accidents.
 - Relevant risk assessments.
 - Relevant maintenance and training records.
 - Relevant method statements and work procedures
 - CCTV footage
- 3.14. Any relevant risk assessments should be reviewed, and where necessary revised, following the investigation.

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RIDDOR - Notification of Accidents

- 3.15. There are certain accidents, diseases and dangerous occurrences which must be notified to HSE within a specified timescale. Notifiable deaths, specified injuries and dangerous occurrences must be reported within 10 days. Over 7 day injuries must be reported within 15 days.
- 3.16. Where an incident is confirmed as RIDDOR reportable, a **draft RIDDOR report (GHS 04.01.05)** should be completed and forwarded to your Operations Director or Regional Manager for approval prior to completion of the HSE online reporting procedure.
- 3.17. Subject to approval, the incident should be logged using the HSE online reporting procedure at:
 - <https://extranet.hse.gov.uk/lfservlet/external/F2508IE>
- 3.18. HSE acknowledgments of reported RIDDOR events should be forwarded to colin.muddle@cambianguroup.com for inclusion in monthly summary reports.
- 3.19. The Group Compliance & Regulation Director should be notified immediately if further information is requested or notice is received of any further action by HSE.

Review of Accidents

- 3.20. The School Head/Principal or Registered Manager should review all reported incidents and decide whether further investigation is necessary. As a minimum, the following will be reviewed:
 - All incidents which are reportable under RIDDOR.
 - Recurring incidents which suggest there is an underlying problem.
 - Incidents involving the work of contractors.
- 3.21. A monthly summary report should be compiled. This will contain details of all incidents taking place in the previous month, including the date, type and circumstances.
- 3.22. Where investigations conclude that there are shortcomings in our policies or procedures, the Group Compliance & Regulation Director should be notified.

4. Standard Forms, Letters and Relevant Documents

- 4.1. GHS 04.01.01 Accident Log Template
- 4.2. GHS 04.01.02 Accident Investigation Report
- 4.3. GHS 04.01.03 Accident Report Form
- 4.4. GHS 04.01.04 RIDDOR Reporting Guidance
- 4.5. GHS 04.01.05 Pre-RIDDOR Report Template
- 4.6. GHS 04.01.08 HSE Incident Reporting in School