

## Accident and Incident Policy and Procedure

<b>1.</b>	<b>Purpose</b> .....	<b>1</b>
<b>2.</b>	<b>Policy</b> .....	<b>1</b>
<b>3.</b>	<b>Procedure</b> .....	<b>1</b>
	What do I need to do?.....	1
	Registered Managers and School Heads should: .....	1
	Investigating Accidents.....	2
	RIDDOR - Notification of Accidents .....	3
	Review of Accidents .....	3
<b>4.</b>	<b>Standard Forms, Letters and Relevant Documents</b> .....	<b>3</b>

### 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.** 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?

#### School Heads should:

- 3.1.** Provide and maintain an **Incident Log**.
- 3.2.** Record all accidents and incidents on the relevant slips on Behaviour Watch. This includes accidents and incidents involving employees, individuals, visitors, contractors and members of the public.
- 3.3.** Complete an **Accident Slip on Behaviour Watch** for all accidents involving personal injury and any near misses including the following:
  - Physical violence, including threatening behaviour.
  - Vehicle collisions
  - Running Away
  - Issues in relation to drug administration

## Accident and Incident Policy and Procedure

- 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 04.01.08** (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 Slip on Behaviour Watch**.
- 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?
  - 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 (where accident occurred in areas covered by cameras)
- 3.14.** Any relevant risk assessments should be reviewed, and where necessary revised, following the investigation.

## Accident and Incident Policy and Procedure

### 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/lfserver/external/F2508IE>
- 3.18.** HSE acknowledgments of reported RIDDOR events should be forwarded to colin.muddle@cambiangroup.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 should review all reported accidents and decide whether further investigation is necessary. As a minimum, the following will be reviewed:
- All accidents which are reportable under RIDDOR.
  - Recurring accidents which suggest there is an underlying problem.
  - Accidents 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