



Accident & Incident Investigation Policy

This policy outlines the procedures that are to be adopted when any employee, visitor or contractor experiences an accident, near-miss or dangerous occurrence on the company's premises.

It is the policy of the company to identify and investigate unplanned losses (accidents), their source and hence their underlying causes.

To enable this objective to be achieved it is imperative that all accidents, irrespective of the resulting injury or damage, be reported according to the laid down procedures.

In order to avoid misunderstanding, the company deem an accident and near-miss to be defined thus:-

Accident: - "any unplanned event that results in personnel injury or damage to property, plant or equipment.

Near-miss: - "an unplanned event which does not cause injury or damage, but could have done so." Examples include: items falling near to personnel, incidents involving vehicles and electrical short-circuits.

Our Aims

We aim to reduce the risk of accidents by:

- Making risk assessments for as many foreseeable risks as possible. By doing risk assessments we can identify hazards and look at how we can eliminate or reduce the risk.
- The premises are regularly checked and used properly.
- Staff and to some extent the children, are aware of hazards? I.e. putting toys away tidily etc.
- Staff and children are encouraged to care about their environment and their colleagues.
- Staff identify and report hazards and risks and encourage children to do the same.
- A health and safety officer is appointed to oversee all health and safety issues.

We classify an accident as what we have witnessed and an incident as something we did not see.

All accidents and incidents are recorded on the appropriate forms and reported to the parents/carers on the day. This will usually be when they collect their child or if it is a serious injury or one that needs medical assistance the parent will be informed immediately.

* First aid boxes can be found at the following locations: - Staff Room, Nursery & Reception Building

The boxes will be checked regularly (monthly), and refilled by either the person nominated to check them, or the Medical Lead. Any missing items will be noted and replaced as soon as possible. A first



aid box is taken on all educational visits and trips. If first aid is given it must be recorded on the first aid sheet and stored with the accident/incident form it relates to. A copy is given to the recipient/child.

All teaching assistants are First Aid trained. Therefore, there will always be more than one first aider on site at all times. We aim to have all permanent staff trained in first aid as soon as possible. All accidents are recorded on a sheet, which includes details of the injury and a body map. The form is signed by the parent/carer who collects their child and is then kept in the child's individual file, in the medical section. A record sheet containing number, name & date of all accidents/incidents is kept in the accident/incident file.

All accidents and incidents are reviewed to see if anything can be done to prevent the accident/incident happening again.

An incident form can also be used to record something which happened that could have been dangerous, actions deemed as unwanted behaviour, an action which could cause damage, loss or injury. Some examples are:

- Loss of amenities.
- An argument.
- A temper tantrum out of the norm.
- A stranger trying to gain access to the building.
- An un-witnessed injury.

Providers must notify Ofsted and local child protection/safeguarding children agencies of any serious accident or injury to, or serious illness of, or death of, any child whilst in their care, and act on any advice given.

Accidents/incidents relating to staff or visitors to the setting should be reported to the Manager and recorded using the School forms.

Any injury related absence lasting more than 3 days must be reported to RIDDOR.

Serious injury or death and how to deal with these events

A report must be made to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013), the Health and Safety Executives.

As a registered provider we would notify Ofsted of any serious accident, illness or injury to, or the death of, any child whilst in our care, and any action taken in respect of it.

We would make the notification as soon as is reasonably practical, but within 14 days of the incident occurring.

We would also notify the local child protection agency and act on any advice given.

We would always follow our accident procedures in any accident or injury.



Procedure to follow for dealing with injuries involving blood or bodily fluids

There is always at least one first aider on site at all times and this person will be the one to deal with the injury.

Should bleeding occur at any time the following points should be followed:

- Put on latex gloves and a disposable apron.
- Try to stop the bleeding by applying pressure to the wound with a dry sterile dressing.
- Dispose of dressing into yellow clinical waste bag.
- Try and keep the person as calm as possible.
- Ensure there are 2 members of staff with the injured party so that if assistance is needed in any way one can remain with the person at all times.
- Deal with any spillage immediately, using disposable items such as cloths, paper towels which can be thrown away, in the clinical waste bag, after the spillage is cleaned up. Clean the area thoroughly using diluted bleach 1 part bleach to 10 parts water.
- Ensure the area is clear of other children and adults to prevent cross contamination and spread of infection.
- Ensure all non-injured children are being cared for and reassured appropriately about what is happening.
- Replace the sterile dressing on the child/adult as often as needed as described in the training.
- All waste should be treated as clinical waste and discarded in the yellow bags provided.
- Hands should be washed and dried thoroughly after the child/adult is cared for and any bleeding has stopped.
- If bleeding starts again a new apron and gloves must be put on to prevent infection.
- If you feel medical assistance is required call 999 and ask for an ambulance. If they need assistance but not as an emergency inform the parents and advise them to visit their local A&E. If ever in doubt always phone for an ambulance, especially in the case of children.

Accident Books

All accidents must be recorded in the company's accident books. (See Appendix 1 – Incident and Illness Register).

These accident books are maintained by the Medical Lead person and will be reviewed regularly by senior management to ascertain the nature of incidents which have occurred in the workplace. This review will be in addition to an individual investigation of the circumstances surrounding each incident.

All near-misses must be reported to the School Business Manager who has responsibility for Health and safety in school, as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.



Reporting Procedure: - Employees

1. All accidents must be entered in the appropriate Accident Book either by the injured person or, if this is not practical, someone else present at the time.
2. An accident Report form (Part 1 only) is also to be completed by the same person who should then give the form to the Immediate Supervisor of the injured person.
3. The Immediate Supervisor must then:-
 - Note that the accident has occurred.
 - Ensure that the Accident Book has been correctly and fully completed.
 - Immediately pass the Accident Report form to the Safety Manager.
 - The Payroll department must log the reason for absence as 'Accident at Work'.
4. The Safety Manager will then:-
 - Ensure that, where applicable, the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 are met.
 - Complete Part II of the Company Accident Report form, recording the findings of the subsequent investigation.
 - Discuss the accident and the contributory factors with the Departmental head
 - Report findings to the Director responsible for Health & Safety and, if necessary, instigate any disciplinary proceedings.
 - Ensure the Accounts Department have been informed that the accident occurred to enable their procedures to be implemented.
5. The Director responsible for Health & Safety will then:-
 - Ensure, so far as reasonably practical, that proper action is taken to help prevent the accident being repeated.

N.B.

1. Investigation of an alleged accident does not necessarily imply that sick pay will be paid. This will depend on the result of the investigation.
2. The above is simply the administrative procedure. Clearly it is essential for all concerned to give priority to the safety and welfare of any injured person and anyone else involved.

Reporting Procedure - Visitors / Contractors

Any non-employee who experiences an accident or near-miss incident whilst on the premises must report the incident immediately to the person responsible for his or her premises on site. If the person responsible is not available, the visitor / contractor must



obtain the assistance of a responsible person to ensure that the company procedure is adhered to.

All injuries must be reported in the accident book, however minor. Visitors and contractors who are unable to enter their account into the book must arrange for another person to make an entry on their behalf. Visitors and contractors should also notify their own employer where applicable.

The Company takes responsibility for notifying reportable accidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, therefore the Company's Safety Manager must be informed immediately.

Reporting Procedure - Damage / Theft

All accidents / incidents which result in the loss or damage of plant, equipment or vehicles but not necessarily personal injury must be recorded on the "Damage or Loss Report Forms and passed to the Safety Manager without delay.

Where this incident results in any injury to a third party the School Business Manager must be informed immediately as it may be necessary to report the incident by telephone to the Health and Safety Executive. Should the Safety Manager not be available, due to annual leave, etc. this responsibility will pass to the Head Teacher.

Appendix 1 Incident and Illness Register

Head Teacher: Miss Lisa Smith

Date.....05.09.2023

**This policy was adopted on
September 2023**

Review Date: September 2024