



Accidents, incidents, dangerous occurrence and disease reporting procedures and investigations

Introduction

- This Health & Safety notice should be read and understood by all employees of The Beeches.
- It is the responsibility of all persons employed by The Beeches to ensure that all accidents/incidents, including those to young people, contractors, staff or visitors, are reported correctly as outlined below.

Definitions

- Under the terms of The Beeches Health & Safety policy, an accident/incident shall include 'Accident', 'Incident', 'Near Miss' and 'Dangerous Occurrence' as defined below:
- An INCIDENT or NEAR MISS is an unexpected or unplanned event which has the potential to cause injury or which could result in damage to or loss of property.
- An ACCIDENT is an unexpected or unplanned event that results in injury to people. (This also includes an act of non-consensual physical violence done to a person at work.)
- A DANGEROUS OCCURRENCE is an occurrence as listed in the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations 1995 (see Appendix I to this Notice). It must be notified to the appropriate enforcing authority by the quickest means possible and reported on Form 2508 or an equivalent form acceptable to the Health and Safety Executive (HSE) within seven days.
- A REPORTABLE DISEASE is one of the 47 defined in schedule 3 part1 of the Regulations that will need to be reported to the Health and Safety Executive when linked to specified types of work and diagnosed by a registered medical practitioner (See Appendix II). It must be notified to the appropriate enforcing authority by the quickest possible means and reported on form F2508 (to be completed online at HSE website - www.hse.gov.uk/riddor/what-must-i-report.htm) or an equivalent form acceptable to the Health and Safety Executive (HSE) within seven days.

Immediate action after an accident

When an accident occurs, the person(s) present at the scene should immediately get assistance and some of the following actions may be necessary.

- Seek the assistance of the nearest First Aider.
- Render safe any equipment involved or likely to be involved.
- Accidents requiring hospital/doctor treatment should be reported to the Registered Manager and the necessary emergency services should be called.
- Any accidents involving the young person should be reported to Head Office.
- The accident book should be completed after any accident.
- If a person, injured as the result of an accident, is sent to hospital for treatment, the Head of Education and Operations Manager must be informed as soon as possible.
- In the event of a dangerous occurrence (as listed in Appendix 1), then the Safety Officer must be informed as soon as possible.

Reporting of the accident, incident, near miss or dangerous occurrence

- As soon as any necessary immediate action has been taken, the accident/incident must be reported to the Safety Officer by a member of staff present at the scene, or the individual involved in the accident/incident, unless this was the young person in which case the staff member would report it on their behalf. The Beeches accident report form must be used for this purpose (see Appendix 2). Copies of the form can be found in the school office. Any serious accidents must be reported to the Head of Education / Operations Manager by telephone and the accident/incident report form completed as soon as possible.
- The completed form must be forwarded to the Head of Education / Operations within 3 days of the event. It is important that this reporting procedure is carried out promptly since it may be necessary under certain circumstances to:
 1. Report the matter to the statutory enforcing authorities.
 2. Initiate either formal or informal investigations/enquiries.
 3. Record the details for legal and compensation cases.
- The requirement to report an accident/incident applies equally if the person involved is a member of The Beeches staff, a young person within cared for by Option One Care, or a visitor. In the case of contractors' staff, the person involved should also report the accident to his/her own manager/supervisor.
- All incidents such as near misses or any dangerous occurrence that may have the potential for something serious must be reported to Head Office.

- Any accident/incident that occurs off The Beeches property whilst in the discharge of The Beeches business resulting in the injured party being taken to hospital must be reported as soon as possible to the Safety Officer/On Call by telephone and an accident/incident form completed as soon as possible. Any minor accident/injury may be reported in the usual way.
- Any enquiries from The Press or other body about an accident/incident should be referred to the Senior Management Team or delegated person for official comment. (This does not prejudice a Trade Union's right to comment under the auspices of the designated union).
- The Beeches managers/office personnel must ensure that if an accident/incident results in the injured person/s being absent from work for more than three days, excluding the day of the accident/incident but including days off, weekends and public holidays, that the Safety Officer be informed at once.
- The Safety Officer should be advised of the return of a member of staff from any period of absence resulting from injuries caused by an accident/incident whilst in the discharge of their duties.

Onward reporting of accidents/incidents

- All accidents/incidents resulting in the loss of working time of more than 3 consecutive days excluding the day of the accident but including days off, weekends, public holidays, together with certain specified injuries or diseases and dangerous occurrences must be reported to the appropriate enforcing authority. The Safety Officer or in his/her absence a nominated deputy, is responsible for such notification.
- Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995, The Beeches has a statutory requirement to report all such accidents/incidents, etc., to the HSE within 7 days of the event on an approved form. The Safety Officer or their nominated deputy will carry out the reporting. It is therefore imperative that all serious accidents/incidents including those to visitors and contractors are reported immediately to the Safety Officer ahead of the accident report form.

Investigation

- All accidents/incidents will be investigated initially by the supervisor, the line manager or the member of staff present at the time.
- Following the initial investigation, the Safety Officer or nominated representative may carry out further if necessary.