

# **FIRST AID, ACCIDENT AND INCIDENT POLICY AND PROCEDURES**

Issue Number: 1

Issue Date: January 2015

Review Date: November 2014

Reference: SPTA-HS04

Approved By: ELT

Approval Date: January 2015

## **INDEX**

- 1.0 Introduction**
- 2.0 Policy Statement**
- 3.0 Legislation**
- 4.0 Procedures**
- 5.0 Responsibilities**
- 6.0 Training**
- 7.0 Investigating Accidents**
- 8.0 RIDDOR Reporting**
- 9.0 Reference / Guidance**
- 10.0 Appendices**

## 1.0 Introduction

The School Partnership Trust Academies will ensure that any persons on the premises in need of first aid treatment will receive treatment from a qualified competent first aider, with the appropriate materials and within a reasonable time frame. Information of the first aid provisions on each campus will be publicised, so that all staff, contractors, students and members of the public visiting the site will know where to receive first aid treatment or who to contact to receive First Aid.

Any Accident or Incidents, where appropriate will be investigated by the Health and Safety Coordinator, or by a competent person, whether this is internal or external.

All Accident and Incidents will be recorded by the Academy, in accordance with the data protection act, and these will be reported on to the appropriate authority, for example, RIDDOR, School Partnership Trust Academies, The SPTA insurer, within the required time frames.

## 2.0 Policy Statement

It is the Policy of School Partnership Trust Academies to provide first aid treatment to all lawful users of the SPTA premises and to record and report accidents/incidents in line with current regulations and guidelines.

The SPTA is committed to investigating accidents and incidents, so that the cause can be determined and where possible eliminated, to prevent further occurrences.

## 3.0 Legislation

- *Health and Safety at Work etc. Act 1974*
- *Health and Safety (First Aid) Regulations 1981*
- *Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) 2013*
- *Management of Health and Safety at Work Regulations 1999*
- *Social Security (Claims and Payments) Regulations 1979*
- *Data Protection Act 1998*

## 4.0 Procedures

- The SPTA and each Academy will have fully trained First Aiders, and will ensure appropriate First Aid cover in the Campuses, associated sites and during offsite activities.
- Any Accidents/Incidents that require First Aid will be provided with First Aid care and recorded, before referring the individual to outside agencies where appropriate (For example G.P, Hospital)
- If an individual suffers from a Medical incident (e.g. Asthma Attack, Heart Problem), while at school or is suffering from a chronic illness they must inform the Health and Safety Coordinator on their return to the school, so a risk assessment can be conducted and any provisions/adjustments can be made for the individual.
- A nominated person will be responsible for the upkeep and maintenance arrangements of all first aid provisions and equipment.
- A First Aid Room should be provided at each academy where any matters of first aid can be dealt with in privacy and security and where anyone can be allowed to rest in relative peace and quiet

in the event of recovery or feeling unwell. This room should be cleaned and maintained to very high standards to ensure infection control is maintained.

- All Clinical waste that results from first aid treatment, must be placed in a yellow clinical marked bag/bin and must be appropriately disposed of in accordance with the Waste (England and Wales) Regulations 2011 (as amended).
- All First Aiders must be trained in the reporting procedure and how to complete the accident form. In the case of a serious accident/incident the academy Health and Safety Coordinator and the Health and Safety Consultant must be notified immediately, so that the scene can be preserved and investigation initiated. For a less significant Accident/ incident completed forms must be received by the Health and Safety Coordinator within 3 working days.
- The Health and Safety Coordinator at each Academy will manage the Accident/incident forms for their academy and associated sites. They will report to external agencies as appropriate; School Partnership Trust Academies, The Education Funding Agency, Health and Safety Executive or the SPTA insurer, within the designated time frames.
- All accident/incident forms will be reviewed and investigations will be carried out by the Health and Safety Coordinator, or by a competent person, whether this is internal or external.
- Any actions identified by an accident investigation will be implemented as soon as is reasonably practicable to prevent further occurrences. Any changes in process or procedure will be communicated to the relevant persons.

#### **4.1 Personal Protection against Infection e.g. HIV and Hepatitis B**

- Protective clothing i.e. disposable aprons and gloves are provided for use in dealing with injury or illness involving body fluids. These should be worn.
- Wash hands and sanitise before and after applying dressings.
- Keep gloves on during any “mopping up” process and use a 1-10 solution of household bleach with disposable towels.
- Remove gloves so that they are inside out and dispose of as clinical waste.
- If you receive direct contact with another person’s body fluids wash IMMEDIATELY with soap and water (clean cold tap water for lips, mouth, tongue and eyes, then seek medical advice.)
- Immunisation against Tetanus should also be up to date in line with recommendations from the Department of Health. First Aid personnel are recommended to be immunised against Hepatitis B, as a precautionary measure.

## **5.0 Responsibilities**

### **5.1 First Aiders**

All first aiders have the following responsibilities:

- To treat lawful users of the academy if in need of first aid.
- To report Accidents/Incidents to the Health and Safety Coordinator through the proper procedure.
- To participate in any investigation following an accident/incident, if requested.
- To provide truthful witness statements if requested.
- To inform the nominated person if the First aid resources are damaged or need re-stocking.

## 5.2 All Staff

All staff have the following responsibilities:

- To report any accident/incident or near miss.
- To co-operate with any member of the first aid team in fulfilling their duties when entering details in the accident book.
- To consider strongly following any advice given to them by a member of the first aid team, such as visiting a hospital, checking with a doctor or resting in the first aid room for a period of time.
- To participate, where requested in any accident investigation.
- To provide truthful witness statements if requested.
- To implement any actions as a result of any investigation so far as reasonably practicable.
- In the event of a serious accident, not to interfere with the scene of an accident until the preliminary investigation has taken place, and instructed to do so by the Health and Safety Team.
- To cooperate with any HSE investigation.

## 5.2 Health and Safety Coordinator

The Health and Safety Coordinators for each Academy have the following responsibilities:

- To collate, collect, analyse and disseminate all accident reports.
- To identify trends in the accident figures.
- To report accidents/incidents to, the Schools Partnership Trust Academies, Health and Safety Executive, The Education Funding Agency the SPTA insurer, as appropriate and within the required time frames.
- To carry out accident investigations where required.

## 6.0 Training

The following training will be undertaken:

- All employees will be trained in the basics of accident and incident reporting and prevention at time of induction to School Partnership Trust Academies
- First aiders are qualified personnel who have received training and passed an examination in accordance with Health and Safety Executive requirements. First aid personnel will be provided with retraining at regular intervals in order to ensure that their skills are maintained.
- Some selected first aiders may be further trained in areas where more specific or specialised knowledge is required in order to deal with the relevant issue as and when it may arise.
- Some selected, voluntary staff will be trained in emergency first aid skills that will enable them to deal competently with emergency situations. Note that this will be compulsory for certain senior staff members.

## 7.0 Investigating Accidents

Preventing accidents is a principal aim of any Health and Safety Management system. Learning from accidents is also vitally important in Health and Safety Management. The Trust has a procedure for the reporting of accidents, dangerous occurrences and "near misses". All incidents, however small, must be reported.

- Ensure that all relevant details are reported.
- Remove residual hazards that may pose a risk for other people in the area.
- Notify management of any incapacity for work that results from an injury/health problem sustained during a work activity.
- Investigate any accidents in order to prevent a re-occurrence.
- Where possible the SPTA will investigate every accident or incident, and the SPTA recognises that reportable accidents and dangerous occurrences require swift attention. There is therefore an investigation procedure that will follow any incident of this nature.
- Any accident shall be reported in the Accident Book which will be located in the main office/reception and will be under the control of the Health and Safety Coordinator.

Evidence is to be recorded and this evidence will be obtained by:

- Visiting the scene of the accident and taking photographs if appropriate (the Health and Safety Coordinator will carry this out).
- Interviewing: the **Health and Safety Coordinators, with assistance from the Health and Safety Consultant where necessary** will interview those involved and witness (or witnesses). If someone is injured then preferably a person well known to the casualty too will interview them.
- Inspection: all plant and / tools will be inspected by the **Health and Safety Coordinator** for any signs of defects or misuse.
- The prime objectives of the investigation are to assess the safety implications and to prevent a recurrence.

## 8.0 RIDDOR requirements

Notification will be given, on behalf of academies, by the School Partnership Trust officers to all of the relevant authorities and for incidents reportable under RIDDOR (***Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013***) Form F2508 will be completed online.

### How to make a report

RIDDOR reporting will be done centrally by SPTA or the Health and Safety Consultant. Where a RIDDOR reportable accident has occurred the SPTA head office should be informed and they will report the incident.

Telephone notifications and reports should only be made by SPTA or the Health and Safety Consultant to the Incident Contact Centre on 0845 300 9923 if there has been a death or dangerous occurrence. All other accidents should be reported online by visiting [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor). SPTA will report all RIDDOR incidents centrally.

## **What should be reported?**

### **Over 7 day injuries**

As of 6 April 2012, the over-three-day reporting requirement for people injured at work changed to more than seven days.

SPTA will report injuries that lead to an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days). The report must be made within 15 days of the accident.

### **Over-three-day injuries**

**The Academy/SPTA will still keep a record** of the accident if the worker has been incapacitated for **more** than three consecutive days. This record will be kept in the accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

### **People not at work (including students)**

- Where a member of the public or person who is not at work has died, or
- Injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital for treatment.

**The following accidents need reporting to the Health and Safety Executive.**

### **Deaths**

All deaths arising out of or in connection with work.

### **Specified injuries to workers**

The list of 'specified injuries' in RIDDOR 2013 (regulation 4) includes:

- a. a fracture, other than to fingers, thumbs and toes;
- b. amputation of an arm, hand, finger, thumb, leg, foot or toe;
- c. permanent loss of sight or reduction of sight;
- d. crush injuries leading to internal organ damage;  
serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- e. scalpings (separation of skin from the head) which require hospital treatment;
- f. unconsciousness caused by head injury or asphyxia; any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

### **Reportable dangerous occurrences**

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting; however there are 27 categories of dangerous occurrences that are relevant to most workplaces that do need reporting. For example:

- The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;

- The complete or partial collapse (including falling, buckling or overturning) of a substantial part of any scaffold more than 5 metres in height;
- Any explosion or fire caused by an electrical short circuit or overload (including those resulting from accidental damage to the electrical plant);
- plant or equipment coming into contact with overhead power lines close proximity with such an electric line, such that it causes an electrical discharge;
- The accidental release of any substance which could cause injury to any person.

For a full, detailed list, refer to the online guidance at: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor).

### **Reportable occupational diseases**

Employers must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- Carpal tunnel syndrome;
- Severe cramp of the hand or forearm;
- Occupational dermatitis;
- Hand-arm vibration syndrome;
- Occupational asthma;
- Tendonitis or tenosynovitis of the hand or forearm;
- Any occupational cancer;
- Any disease attributed to an occupational exposure to a biological agent.

## **9.0 Reference / Guidance**

- EDIS1 Incident-Reporting in Schools (accidents, diseases and dangerous occurrences).
- HS(G)245 Investigating Accidents and Incidents.
- L73 A Guide to the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013.
- HSE Management of Healthcare waste SIM 7/2006/22.
- National Resource for infection control

[www.nric.org.uk](http://www.nric.org.uk)

## **10.0 Appendices**

### **Appendix 1**

Accident Investigation Form

### **Appendix 2**

Near Miss Report Form

### **Appendix 3**

Witness Report Form



**Appendix 1****ACCIDENT INVESTIGATION FORM****ACADEMY:** \_\_\_\_\_(This form may also to be used for injuries caused by acts of violence)

The completion of this form should be made by an authorised member of staff. **(This form should be completed in addition to the Accident Book (and HSE F2508 form for RIDDOR Reportable Accidents, where applicable).** Copies of the latter two documents should be kept with this form.

Name of injured person (in full)		Age	Sex
Address		Staff (job title)/ Student/ Member of Public/ Lawful Visitor (company name)	
Tel. No			
Date of Accident:	Time of Accident:	Name of First Aider:	
Where exactly did the accident happen?			
What happened?			
<b>Attach statements from:</b> <ul style="list-style-type: none"> <li>- Injured person (may need to be completed later, but should be completed as soon as possible after the incident)</li> <li>- All witnesses -</li> <li>- In all cases give a precise description of what happened (including name of substance/machine involved, the events that led to the incident, the part played by any people, photographs and/or diagrams of accident area).</li> </ul>			
Brief Details of Any Action Taken (which is not outlined in accident book)			
Was the injured person sent to hospital?		Yes / No	
<b>If so, complete the following:</b>			
Name of hospital:			
If the injured person was a student/young person, were the next of kin notified?		Yes/No	
Was a follow up call made?		Yes/No	
Details:			
Did the injured person remain in hospital for more than 24 hours?		Yes/No	

Continued Over...

**If the injured person is a member of staff:**

Did the accident occur at a time when the employee should officially be on Academy Premises? Yes / No

Is the employee able to continue working? Yes  own job No   
 estimated restart date \_\_\_\_\_

Yes  alternative job, give details

Was the employee prevented from doing their normal work for more than 7 days? Yes / No

Is the accident reportable, under RIDDOR? Yes / No  
**RIDDOR Report No.** \_\_\_\_\_

If so, please give the Academy Accident Reference Number of the form: \_\_\_\_\_

**WITNESSES TO ACCIDENT**

Name	Address

**NAME OF PERSON COMPLETING FORM**

For and on Behalf of School Partnership Trust Academies:

Name	Job Title	Signature

**ACTION RECOMMENDED TO PREVENT SIMILAR INCIDENT RE-OCCURRING**

Recommendations notified to:  
 (including date notified)

Notified by

**Date accident investigated:**

**Please return this form to [corefacilities@schoolpartnershiptrust.org.uk](mailto:corefacilities@schoolpartnershiptrust.org.uk)  
 The processing of this data is in compliance with the 1998 Data Protection Act.**

**Appendix 2**

**NEAR-MISS INCIDENT FORM**

This form should be completed by anyone who experiences or witnesses a near-miss incident (i.e. an unplanned incident which does not cause injury or damage, but could do so). The incident will then be investigated by either management or the Health and Safety Consultant

In addition, if the incident is a “dangerous occurrence” reportable under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 then a HSE F2508 form will also be completed by the Health and Safety Coordinator and returned to the HSE

Name of person involved in near-miss incident (in full, if known):	
Staff (job title) / Student / Member of Public / Lawful Visitor (company name):	
Name of person completing form (if different from above):	
Staff (job title) / Student / Member of Public / Lawful Visitor (company name):	
Date of Near-Miss Incident:	Time of Near-Miss Incident:
Where exactly did the incident happen? (Give name and address of premises and department or location)	
Precise description of what happened (including name of substance/machine involved, the events that led to the incident, the part played by any people, photographs and/or diagrams of incident area). (Continue on an additional sheet of paper, if necessary.)	

Continued Over...

Brief Details of Immediate Action Taken:
Date incident reported:
Signature of person completing form:

**WITNESSES TO NEAR-MISS INCIDENT AND DETAILS OUTLINED**

Name	Address	Signature

RIDDOR-Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

**(To be completed by Health and Safety Coordinator)**

Is the incident reportable, under RIDDOR? <span style="float: right;">Yes / No</span>
RIDDOR Report No. _____

**ACTION RECOMMENDED TO PREVENT SIMILAR INCIDENT RE-OCCURRING**

**(To be completed by Health and Safety Coordinator)**

Recommendations notified to: .....
(including date notified)
by: .....
<b>Date incident investigated:</b>

**Please send a copy of this form to [corefacilities@schoolpartnershiptrust.org.uk](mailto:corefacilities@schoolpartnershiptrust.org.uk)  
The processing of this data is in compliance with the 1998 Data Protection Act.**

**Appendix 3**

**Witness Report Form**

Name of witness:	
Address of witness:	
Telephone Number:	
Name of your Line Manager / Teacher etc.:	
Name of injured person:	
Location where incident occurred: (Include full address, room number etc)	
Date if incident:	Time of incident: (24 hour)
Briefly, what were you doing at the time?	
Please state exactly what happened:	
How did it happen?	
Why did it happen?	
Who else was present?	
Please add any other information you are aware of in relation to the incident: (please use the reverse of this sheet if required)	
Witness Signature:	Date Signed:

**Please return this form to The Health and Safety Coordinator based at your Academy.**