

ACCIDENT AND INCIDENT REPORTING PROCEDURE

Policy Group: Health and Safety

Effective: **1st** May 2019

Approved: Gail Crossman, Director of
Performance and Development

Responsible officer: Mark Fletcher

Next renew due: May 2020

Ref no.: 2.1.2

GUIDANCE

Values | Vision | Tone of Voice

Values



Vision

Transforming lives through learning

Tone of voice

Our tone of voice takes its direct influence from our core values.

We are passionate about people and learners and are driven to get the best out of everyone by getting to understand them. We are caring and supportive, as well as being determined and strive for growth. We talk with purpose and enthusiasm in a way that connects and empowers people.

Innovation is at the heart of Learning Curve Group and we're always thinking about what's next!

SUMMARY CHANGES

Date	Page	Details of amendments

I. INTRODUCTION

This procedure forms part of our Health and Safety Management System and should be read alongside the Health and Safety Policy. It is designed to ensure all accidents and incidents are reported promptly and any required investigations or onwards disclosure of information (RIDDOR) is carried out promptly. The level of reporting will depend on the severity and impact of any accident or incident to colleagues, other persons or company property, or how much it interrupts the business.

Applies to:

Responsible managers must ensure that the reporting of accidents and incidents on their sites and contracts is completed as detailed in this procedure, ensuring all colleagues under their control comply with the requirements of this procedure.

Reason for procedure:

This procedure is in accordance with the Health and Safety at Work Act 1974, Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and all other relevant legislation, and it applies to all our sites and activities.

II. PROCEDURE

Accident and Incident Reporting

Upon notification of an accident or incident, the responsible manager or nominated deputy shall:

- ensure injured persons are provided with the appropriate level of first aid treatment
- if the incident is minor, complete any forms required (accident form, witness statement, etc.) and submit to the Head of Health and Safety, Estates and Environment via the dedicated health and safety e-mail address - LCG-HealthandSafety@learningcurvegroup.co.uk
- if the person requires treatment by a GP or hospital, ensure this is arranged and that the patient is escorted there (this should be notified to the Head of Health and Safety, Estates and Environment)
- preserve the scene if an investigation may be required
- if the accident/incident is deemed reportable under RIDDOR 2013, inform the Head of Health and Safety, Estates and Environment immediately
- if required, carry out a full investigation, including taking witness statements
- ensure investigation reports are produced and any preventative actions from any investigations are implemented

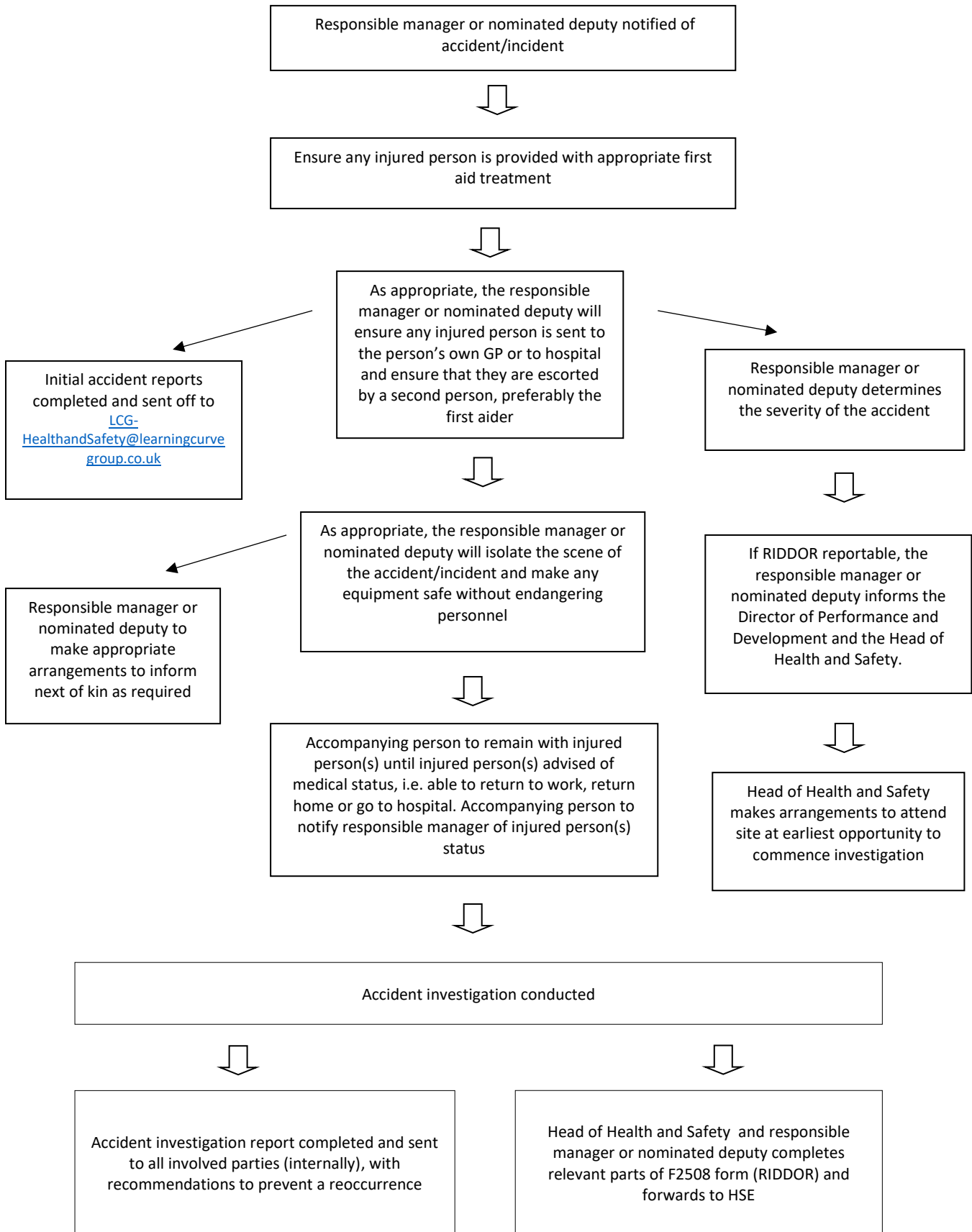
This list is not exhaustive but shows the serious considerations that must be made and the need for consultation. ALL major or RIDDOR reportable accidents/injuries and dangerous occurrences will be investigated by the Head of Health and Safety, Estates and Environment.

After receiving notification and confirming the facts of the incident, the Head of Health and Safety, Estates and Environment shall:

- ensure that the CEO and the Director of Performance and Development have been advised and a decision has been made to inform the ESFA if their criteria is triggered
- dependent on the nature of the event and in conjunction with the responsible manager, formulate and carry out the appropriate level of investigation
- complete any RIDDOR notifications in conjunction with the responsible manager
- ensure investigation reports are produced and corrective actions are implemented

The above cannot cover all events and circumstances. Therefore, it is imperative that where doubt may exist, the first contact for clarification is the Head of Health and Safety, Estates and Environment.

Accident Reporting Process



Accident Book Reporting

All accidents and incidents, no matter how minor, must be reported using the respective form (see related documents below), giving as much detail about the event as possible, including witnesses where applicable. Copies of these forms should be held in the site emergency folder or can be obtained from the Head of Health and Safety, Estates and Environment. They can also be found on the company 'S' Drive in the Health and Safety Folder.

The data supplied in these forms is covered by the Data Protection Act 2018 and, as such, will be treated as confidential data and used to enable us to comply with our statutory obligations, to process insurance claims, to monitor health and safety and to implement appropriate remedial actions.

III. DEFINITIONS

Term	Explanation
Accident	Any unplanned event that resulted in injury or ill-health of people, damage or loss to property, plant, materials or the environment, or a loss of business opportunity.
Near miss	An event not causing harm, but had the potential to cause injury or ill-health.
Specified injury	As defined under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 – please consult the Head of Health and Safety for more information.
Reportable injury	An accident to a person that results in them being off work for more than 7 days, a death or a specified injury – please consult the Head of Health and Safety for more information.
Responsible Manager	The senior person responsible for an office or site, which includes Centre Managers and Business Directors.

IV. RELATED POLICIES

HSP 2.1 Health and Safety Policy

Appendix

HSF 2.1.21 Accident Report Form
HSF 2.1.22 Incident Report Form
HSF 2.1.23 Near Miss Report Form
HSF 2.1.24 Witness Statement Form