

ACCIDENT, NEAR-MISS AND INCIDENT REPORTING/ INVESTIGATION

This policy should be used in conjunction with Part 3.4 First Aid.

Introduction

We will record all accidents (legal requirement), however minor, in one of the accident books located in the play rooms or the one in the office. (These accident books comply with the requirements of the BI510 accident book and completed accidents are stored in a locked filing cabinet in the office.)

Minor near-miss incidents are rectified, as and when they occur. Significant near-miss incidents are recorded in the Childcare Centre Incident Form.

Incidents are recorded on the Childcare Centre Incident Form.

Where appropriate, we will investigate accidents and significant near-misses to try to prevent something similar occurring again in the future.

We will co-operate with our insurers, Health and Safety Executive (HSE) and University of Leeds Health and Safety Services and will follow their advice, where reasonably practicable, to reduce risk.

Key Legislation

- a) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995: These regulations provide a statutory requirement for the childcare centre to report certain injuries, diseases and dangerous occurrences to the Health and Safety Executive (HSE) in writing within 10 days on the prescribed form F2508 revised.
- b) Social Security (Claims and Payments) Regulations 1979: An accident book which meets the requirements of these Regulations must be kept.
- c) Data Protection Act 1998: In order to comply with this Act, an accident book (BI 510 or similar) with 1 page per accident which tears out, after completion, must be used. These should be kept in a locked cupboard.

Definitions

For the purposes of this policy:

Accident — an unplanned event which causes injury to people, damage to property or a combination of both. Examples include: a fall resulting in an injury; an unplanned event which damages childcare centre property (e.g. a flood); a child biting/scratching a member of staff.

Near-miss — an unplanned event which does not cause injury, damage or ill-health, but could do so. Examples include: articles falling near to people; trip hazards.

Incident — child initiated incidents on each other. Examples include: a child hitting/ biting another child.

Dangerous Occurrence — a serious failure of equipment, premises or plant as defined by RIDDOR.

Arrangements

General Statement

This policy outlines the procedures which are to be adopted when any employee, business visitor, or contractor has an accident or near-miss during the course of their employment. It also applies to employees when they are carrying out childcare centre business at other sites.

In addition, this will also apply to children, parents, carers or members of the public whilst on childcare centre premises or involved in childcare centre activities.

The person responsible for co-ordinating all incident reporting is the Bright Beginnings General Manager.

Accident, Near-Miss and Incident Reporting Procedure

Accident and Near-Miss Records

If the injured person is unable to complete the accident book at the time of the accident then it should be completed by the first aider or a member of childcare centre staff, as soon as possible. It is important to complete as many details as possible. It should then be signed either at the time or later by the injured person, where possible.

Names, address and contact telephone numbers of witnesses to the accident/ near-miss incident should also be logged.

Once details of an accident are completed the page must be torn out of the book and given to the Bright Beginnings General Manager, who will store it in a locked filing cabinet in the office to ensure that all personal information is kept confidential.

Significant near-miss incidents and incidents (where a child injures another child) are recorded in the Childcare Centre Incident Form.

Accident records will be kept for at least three years, and then all documentation will be shredded and disposed of in an appropriate manner. (Where the accident /incident involves a child, these records must be kept much longer. This is because a person has got a right to claim compensation for an accident for up to three years, after they have reached the age of 21.)

Employees

If an employee suffers an accident at work, this must be recorded in one of the childcare centre accident books, as soon as possible after the event. In addition, any near-miss incidents must be reported to a responsible person. Injuries which occur whilst carrying out work duties off-site must be reported in the same way and the occupier of the site should also be advised, where appropriate.

Employees must ensure that they are aware of the location of the accident books. All accidents must be recorded, however minor.

Where an accident results in absence from work, employees must inform the Bright Beginnings General Manager when they telephone to report that they are sick. If they are absent for over three consecutive working days this will become a Reportable Accident under RIDDOR 1995.

Physical assault, whether or not injury occurs should also be recorded as either an accident or near-miss record, as appropriate. Verbal abuse e.g. shouting or swearing and/or threatening behaviour should also be recorded.

Visitors/Contractors/Children/Parents

Any non-employee who is involved in an accident or near-miss incident whilst on childcare centre premises must report the incident immediately to the person responsible for his or her presence on site and the Bright Beginnings General Manager. Visitors and contractors should also notify their own employer where applicable.

RIDDOR Accidents/ Dangerous Occurrence

Reporting of RIDDOR accidents and dangerous occurrences to the HSE is carried out by the Bright Beginnings General Manager. These include:

- i) death of any person arising out of or in connection with work.
- ii) major injury to employees (as outlined in Schedule 1 of the Guidance to this legislation).
- iii) injuries which prevent an employee from continuing with his/her normal work for more than 3 days, excluding the day of the accident.
- iv) children, contractors, parents, visitors and/or members of the public who are taken from the childcare centre or centre activity location directly to the hospital, as a result of an accident arising out of or in connection with work, e.g. attributable in some way to the work organisation, equipment or condition of the premises.

- v) major incidents (dangerous occurrences, as defined in RIDDOR 1995)

For further guidance, please see Health and Safety Executive website:
<http://www.hse.gov.uk/riddor/>

For all RIDDOR accidents and dangerous occurrences, the Bright Beginnings General Manager will also immediately notify the relevant Health and Safety Manager within Health and Safety Services at the University of Leeds.

Accident and Near-Miss Investigation Procedures

Accident and near-miss investigation is important in order to prevent similar accidents/incidents occurring again in the future. Effective accident/near-miss investigation can make a major contribution to Bright Beginnings health and safety management. They may result in risk assessments being modified and additional control measures being implemented and may also lead to an improvement in overall "safety culture".

The cause of all accidents will be investigated by a Bright Beginning's Supervisor or the Bright Beginnings General Manager and any improvement/changes made noted. Where necessary, a written investigation will be completed. With regard to investigations for major accidents and, in particular, RIDDOR accidents, further assistance and guidance should be obtained from the relevant Health and Safety Manager within Health and Safety Services at the University of Leeds.

Minor near-miss incidents will be rectified, as and when they occur, however, a Bright Beginning Supervisor or the Bright Beginnings General Manager will also carry out investigations, where necessary, for significant near-miss incidents.

Carrying out an investigation

The four main steps in accident/near-miss investigation are

- Gathering information
- Analysing this information
- Identifying risk control measures
- Implementing an action plan.

It is important to collect facts, not opinions and avoid speculating, or drawing final conclusions prematurely where the circumstances are complicated or unclear. Key steps to consider/follow are:

- Conditions which could have contributed to the incident e.g. lighting, floor surface, weather conditions, injured persons clothing, etc.
- Existing risk assessments and control measures.
- Speak to witnesses separately.
- Machinery or equipment which may have been involved in, or contributed to the incident should be identified and not returned to service until the investigation is completed and recommendations made to prevent a recurrence. Check any maintenance records.
- The immediate cause of an accident is seldom the root cause of the accident. Understanding the root cause is the key to further accident prevention.

It is important to complete investigations, as soon as possible after the accident/near-miss incident

Investigation Report

An accident/near-miss investigation report should include the following:

- The precise location of the incident
- If possible, photographs of the location and any equipment, containers or anything else believed to be involved with the accident.
- Details of plant, substances, machinery or equipment involved in the incident.
- Reference to the existing risk assessment, where relevant.
- Investigators conclusions
- Action plan or list of recommendations for prevention of a recurrence.
- Risk assessments will be reviewed in light of accidents/near-miss incidents and amended, where necessary.