



Accident and Incident Reporting Policy

Purpose

The purpose of this policy is to outline the steps involved in dealing with accidents and incidents to ensure that, as far as possible, those circumstances can be avoided in the future.

GUST Independent School recognises that accurate and consistent recording of accidents and incidents can play a major part in reducing the likelihood of it happening again. With this in mind, it is essential that all accidents and incidents are reported properly.

The provision of first aid given is in accordance with the Health & Safety Executive's (HSE) First Aid at work.

GUST is committed to provide staff with:

- A suitably stocked first aid kit
- First aid at work training
- Positive handling training and de-escalation techniques.
- Accident/incident reporting tools
- Information for all employees about the first aid arrangements.

Definitions

Accident – an unexpected event that causes damage, injury or harm

Incident – an event that can be unpleasant or unusual

RIDDOR – Reporting of Injuries, Disease and Dangerous Occurrences Regulations. There is a legal requirement to report all cases of RIDDOR to the HSE. This is known as Accident and Dangerous Occurrence Reporting and a link to what should be reported can be found here: <https://www.hse.gov.uk/riddor/>

LADO – Local Authority Designated Officer. The LADO is responsible for managing allegations against adults who work with children. This involves working with police, children's social care, employers and other involved professionals. The LADO does not conduct investigations directly, but rather oversees and directs them to ensure thoroughness, timeliness and fairness.

Scope

GUST will ensure that all staff, trustees and volunteers are aware of their responsibility to report accidents and incidents using the accident and incident reporting process.

GUST will ensure that the process for reporting accidents, incidents and near misses is implemented and maintained and that any subsequent actions are effectively managed to reduce the likelihood of the situation happening again.

Statement of Principles

The key objective of this policy is to ensure that GUST managed and investigates all accidents and incidents in line with best practices, learns and shares lessons, and takes appropriate action to protect everyone from harm by:

- Training staff accordingly
- Recording accidents and incidents
- Investigating accidents and incidents as appropriate
- Regularly monitoring accident and incident data
- Reporting to statutory agencies promptly
- Minimising loss
- Ensuring that lessons are learnt to prevent reoccurrence
- Promoting a culture of accountability without 'blame' where staff and students feel able to report incidents or near misses and learn from mistakes without fear or recrimination.
- Empower staff and students to recognise potential risks and to feel supporting in the reporting of an accident or incident.
- Undertaking risk assessments of activities.

Responsibilities

It is the responsibility of every staff member to ensure that accidents and incidents are dealt with appropriately and swiftly. Staff are also responsible for highlighting any risks or issues they are aware of.

The designated First Aiders are responsible for ensuring first aid is administered correctly and the accident book is completed.

The senior leadership team (SLT) are responsible for monitoring compliance with this policy and will regularly reviews accidents and incident report logs and the trustees will be informed.

Process

- All accidents, incidents and near misses should be reported immediately on CPOMS and an SLT should be tagged. Where first aid is required, a first aider should administer the treatment and complete the first aid book.
- Staff and students involved in or a witness to an accident, incident or near miss will be invited to share a statement with the SLT to help establish facts around the situation and identify if any additional support is needed.

- The headteacher will review the record, the follow up actions and the outcomes and escalate if appropriate.

Review

This policy will be reviewed annually or sooner in line with legislation changes.