

Accident Policy

INTRODUCTION

It is recognised that accidents and incidents happen at work and that the effects of these can be minimised by appropriate, timely actions. An accident is an unplanned or uncontrolled event that results in an undesired outcome (such as personal injury, property damage, etc.). The legal requirements arising from RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) are also recognised.

Any RIDDOR or COVID 19 Related incident should be reported in the first instance immediately to either the Head of Estates and Facilities or Trust Facilities & H&S Officer in the event they are not available contact LRB Consulting LTD

It is the policy of The Spencer Academies Trust to:

- Appoint a Director or senior manager to oversee the effectiveness of this policy.
- Ensure that details of all injuries are recorded in the Accident Record Book (compliant with the 2018 GDPR edition).
- Ensure compliance with the Data Protection Act in the filing of records.
- Keep suitable records of all accidents and incidents involving employees and non-employees (such as visitors and contractors).
- Report all injuries, diseases, COVID 19 and dangerous occurrences as may be required under RIDDOR, to the appropriate Enforcing Authority. All incidents can be reported online (<http://www.hse.gov.uk/riddor/report.htm>) but a telephone service remains for reporting fatal and specified injuries only – call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).
- Carry out a suitable and sufficient investigation of accidents and incidents, including near misses.
- Review and revise risk assessments, as appropriate, in response to the findings of an investigation.
- Ensure that suitable first aid provision is available.
- Seek professional advice if required, such as in the investigation of serious accidents, etc.

Incident Investigation Report

The Spencer Academies Trust		
Location of incident:		
Time:	Date:	Is this Incident COVID 19 related?
Details of incident:		
Witnesses:		
Further information, sketches, references, etc. If COVID 19 related, details of people working in the same location to ensure track and trace.		

Incident Investigation Report (cont.)

Immediate causes (active failure):

Secondary causes (latent conditions):

Corrective actions (to prevent reoccurrence):

Signature of investigator(s):

Date:

Incident Investigation – Follow Up

Action(s) to prevent reoccurrence			
Corrective action	Proposed completion date	Actual completion date	Sign off

Management comments:

Action(s) to prevent reoccurrence	
Signature:	Date:
Name/Position of signatory:	