

Accident Reporting Policy and Procedure

Company Name:	Education Placement Group Limited and subsidiary companies including Supply Desk Limited, Teach In Limited and Qualified Schools Limited ('the Company')
Topic:	Accident Reporting
Date:	February 2019
Version:	10

1. Policy Statement

1.1 This Policy defines the actions to be taken in the event of any employee or visitor becoming involved in a personal accident or the loss of any assets (corporate, employee or visitor) at the premises of Education Group Limited (EPG). All accidents and losses are to be reported in an Accident Book, a copy of which can be found at all sites and Branches. For the purposes of this Policy, your Line Manager is the person to whom you directly report.

2. Who is covered by the Policy

2.1 This policy covers all employees, all individuals working at all levels and grades, including senior managers, officers, directors, employees, consultants, contractors, trainees, homeworkers, part-time and fixed-term employees, casual workers and agency staff (collectively referred to as staff in this policy).

3. Who is responsible for this Policy

3.1 Our board of directors has overall responsibility for the effective operation of this policy and for ensuring compliance with discrimination law. Day-to-day operational responsibility has been delegated to the Human Resources Department.

3.2 All managers must set an appropriate standard of behaviour, lead by example and ensure that those they manage adhere to the policy and promote our aims and objectives with regard to Accident Reporting.

4. Accident / Injury

4.1 An accident must be reported in full in the Accident Book which should be handed to the Line Manager, preferably on the day of the incident, in order that a thorough investigation may be carried out and, where necessary, the subsequent reporting of the incident to the Health & Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

4.2 Failure on the part of EPG to correctly report on the above is a breach of law. If in doubt, www.riddor.gov.uk will ascertain whether or not the accident/incident is reportable.

4.3 Action by any Employee/First Aid Representative involved in/witnessing an Accident/Incident:

- I. Ensure that all necessary medical/welfare/supportive care has been received by/given to anybody involved in the accident/incident. In the event of an accident/incident resulting in injury, whether major or minor, the First Aid Representative must be notified immediately.
- II. Notify your Line Manager immediately (if necessary by telephone), giving them a brief verbal report.
- III. If the accident/incident is of a serious nature arrange for the Office Manager to be informed immediately.
- IV. If you will be absent from duty as a result of the accident/incident, report this in the usual manner.
- V. Complete the Accident Book as detailed:-
 - Section 1
Casualty details – enter the name, address, post code and occupation of the person injured
 - Section 2
If you are not the casualty – enter your name, address, post code and occupation
 - Section 3
About the Accident/Incident – enter time, location and a full description of how the accident/incident happened, keep factual and giving a cause if appropriate

Details of any injuries – give full details of injuries sustained

Sign and date the Accident Book
 - Section 4
Only complete Section 4 if the accident is reportable under RIDDOR (see Clause 2.1 above) and ensure the Office Manager is informed immediately.

Note

If you are completing the Accident Book to report the theft or loss of assets, complete Section 3 detailing, if possible, the name and address of any witness(es) and any Police details.

4.4 Action by First Aid Representative:

- I. The First Aid Representative will be required to give immediate treatment to the casualty, in order to prevent further complications.
- II. In the event of a major injury, the First Aid Representative must firstly respond to the immediate need of the casualty to sustain life and at the same time, if possible, seek immediate assistance from a relevant healthcare professional.

- III. If it is not possible for the First Aid Representative to seek assistance from a relevant healthcare professional, this must be delegated.
- IV. It is the responsibility of the First Aid Representative to protect the casualty from sustaining any further injury whilst maintaining a safe and secure environment to ensure protection of other employees or members of the public.
- V. On completion of treatment and/or transfer of the casualty to another healthcare professional, the First Aid Representative must offer any additional assistance to other parties where necessary. Subsequently, the First Aid Representative must complete and/or report the incident/accident in line Clause 2.3 of this Policy.

4.5 Action by Line Manager:

- I. Ensure that all necessary medical/welfare/supportive care has been given to anybody involved in the accident/incident.
- II. If the accident/incident is of a serious nature ensure that the Office Manager has been informed and, if necessary, carry out an investigation of the causes and effects of the accident/incident. This may include:-
 - if appropriate, taking a photograph;
 - taking statements from other members of staff;
 - taking the names and addresses of any independent witnesses;
 - securing, labelling and removing any furniture/equipment involved
- III. Record the results of your investigation along with any recommendations to the Office Manager.
- IV. Discuss your recommendations with the Office Manager and agree an action plan.
- V. Take action as agreed.

4.6 Action by Office Manager:

- I. Ensure that all medical/welfare/supportive care has been given to anybody involved in the accident/incident.
- II. Ensure that all agreed actions have been fully and correctly carried out.
- III. If the accident/incident is of a serious nature, consider appointing an Investigating Officer to prepare and Investigation Report.
- IV. Ensure the Health & Safety Representative has seen the Accident Report Book.
- V. Ensure appropriate third parties have been informed i.e. HSE, Insurance Company etc.

4.7 Action by Investigating Officer

- I. All investigations are **STRICTLY CONFIDENTIAL** and should be treated accordingly.

- II. The Investigating Officer is encouraged to keep the employee informed of progress and, on completion of the investigation, explain the outcome.
- III. The Investigating Officer will complete the investigation and submit a comprehensive written report to the Office Manager within 10 working days.
- IV. If an investigation cannot be completed within the timescale specified, permission must be sought from the Office Manager for an extension.

4.8 Format of Investigation Report

- I. The report will show:-
 - The name, occupation and location of Investigating Officer
 - The date which the report is submitted
- II. The report will comprise:-
 - An introduction providing a brief outline of the accident/incident;
 - Action taken, in chronological order. This section should contain all relevant statistical information such as exact times, dates, names of staff interviewed etc;
 - Full details of the investigation, including details and outcome of visits made;
 - A conclusion which will not set out any assessment of liability. However, it will identify lessons to be learned;
 - Actions and recommendation, which will detail any action taken by the Investigating Officer and/or recommendations for appropriate action at a strategic level (this section should also include appropriate measures to prevent the repetition of a similar occurrence).
 - Appendices, which should be numbered and cross-referenced to the main body of the report.

5. Theft / Loss

5.1 In relation to the theft or loss of any assets i.e. electronic equipment or any property belonging to an employee/visitor, it is essential that the incident is reported to the Line Manager immediately who should refer the matter to the Office Manager, who will decide if the loss should be reported to the Police.

6. Breaches of this policy

6.1 Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant procedure. Staff who make such allegations in good faith will not be victimised or treated less favourably as a result. False allegations which are found to have been made in bad faith will, however, be dealt with under our Disciplinary Procedure.

7. Monitoring of policy

7.1 The HR department will regularly monitor the effectiveness of this policy to ensure it is achieving the objectives stated in the Policy Statement.

7.2 EPG is committed to providing relevant training for all staff on their responsibilities and duties under this policy.