



## Accident, Incident & Emergency Policy

The purpose of this policy is to ensure that when an accident, incident or emergency occurs at Bale's Farm, appropriate action is taken, and accurate information is recorded and communicated.

### Accidents or Injuries

It is the responsibility of every member of staff to ensure that accidents and injuries are dealt with appropriately and swiftly.

The safety of your child/young person is paramount, every measure will be taken to protect your child/young person from hurting themselves. However sometimes accidents do unavoidably happen, and the following procedure will be carried out in dealing with the situation:

- The child/young person will be comforted and reassured
- The extent of the injury will be assessed and if necessary, call for medical support/ambulance
- The first aid procedures will be carried out if necessary, by a trained first aider
- Once the child/young person is more settled, the parent/carer will be contacted and informed of the accident and if necessary, to ask you to return to care for your child/meet me at the hospital.

After every accident, however minor:

- An incident report will be completed, signed, and witnessed
- The parent/carer is asked to sign the accident report and receives a paper copy.
- Accidents are logged and evaluated at the end of each month. If the incident requires any medical treatment:
- Inform Insurance Company

In the case of a head injury.

- Ensure the parent has been phoned to notify.
- Monitor the child throughout the day for any changes in health.

We follow the guidelines of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and the Health & Safety Executive (HSE) for the reporting of accidents and incidents.

### What is RIDDOR?

RIDDOR is the law that requires employers, and other people in control of work premises, to report and keep records of:

- work-related accidents which cause death;
- work-related accidents which cause certain serious injuries (reportable injuries);
- diagnosed cases of certain industrial diseases; and
- certain 'dangerous occurrences' (incidents with the potential to cause harm).

There are also special requirements for gas incidents (see 'Reportable gas incidents'). This leaflet aims to help employers and others with reporting duties under RIDDOR, to comply with RIDDOR and to understand reporting requirements.

## **Why report?**

Reporting certain incidents is a legal requirement. The report informs the enforcing authorities (HSE, local authorities and the Office for Rail Regulation (ORR)) about deaths, injuries, occupational diseases and dangerous occurrences, so they can identify where and how risks arise, and whether they need to be investigated. This Health and Safety Executive Reporting accidents and incidents at work Page 2 of 5 allows the enforcing authorities to target their work and provide advice about how to avoid work-related deaths, injuries, ill health and accidental loss.

## **What must be reported?**

### Work-related accidents

For the purposes of RIDDOR, an accident is a separate, identifiable, unintended incident that causes physical injury. This specifically includes acts of non-consensual violence to people at work.

Not all accidents need to be reported, a RIDDOR report is required only when:

- the accident is work-related; and
- it results in an injury of a type which is reportable (as listed under 'Types of reportable injuries').

When deciding if the accident that led to the death or injury is work-related, the key issues to consider are whether the accident was related to:

- the way the work was organised, carried out or supervised;
- any machinery, plant, substances or equipment used for work; and
- the condition of the site or premises where the accident happened.

If none of these factors are relevant to the incident, it is likely that a report will not be required.

See [www.hse.gov.uk/riddor/do-i-need-to-report.htm](http://www.hse.gov.uk/riddor/do-i-need-to-report.htm) for examples of incidents that do and do not have to be reported.

## **Types of reportable injury**

### Deaths

All deaths to workers and non-workers must be reported if they arise from a workrelated accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.

### Specified injuries to workers

- The list of 'specified injuries' in RIDDOR 2013 (regulation 4) includes:
- a fracture, other than to fingers, thumbs and toes;
- amputation of an arm, hand, finger, thumb, leg, foot or toe;
- permanent loss of sight or reduction of sight;
- crush injuries leading to internal organ damage;
- serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- scalpings (separation of skin from the head) which require hospital treatment;
- unconsciousness caused by head injury or asphyxia;

- any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

### **Over-seven-day injuries to workers**

This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

### **Injuries to non-workers**

Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured, and is taken from the scene of the accident to hospital for treatment to that injury. There is no requirement to establish what hospital treatment was actually provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent. If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury' (see above).

### **Reportable occupational diseases**

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work. These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

### **Reportable dangerous occurrences**

Dangerous occurrences are certain, specified 'near-miss' events (incidents with the potential to cause harm.) Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces. For example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- explosions or fires causing work to be stopped for more than 24 hours.

Certain additional categories of dangerous occurrences apply to mines, quarries, offshore workplaces and certain transport systems (railways etc). For a full, detailed list, refer to the online guidance at: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor).

### **Reportable gas incidents**

If you are a distributor, filler, importer or supplier of flammable gas and you learn, either directly or indirectly, that someone has died, lost consciousness, or been taken to hospital for treatment to an injury arising in connection with the gas you distributed, filled, imported or supplied, this can be reported online.

If you are a gas engineer registered with the Gas Safe Register, you must provide details of any gas appliances or fittings that you consider to be dangerous to the extent that people could die, lose consciousness or require hospital treatment. This may be due to the design, construction, installation, modification or servicing, and could result in:

- an accidental leakage of gas;
- inadequate combustion of gas; or

- inadequate removal of products of the combustion of gas.

You can report online.

### Exemptions

In general, reports are not required (regulation 14) for deaths and injuries that result from:

- medical or dental treatment, or an examination carried out by, or under the supervision of, a doctor or registered dentist;
- the duties carried out by a member of the armed forces while on duty; or
- road traffic accidents, unless the accident involved:
  - the loading or unloading of a vehicle;
  - work alongside the road, eg construction or maintenance work;
  - the escape of a substance being conveyed by the vehicle; or
  - a train.

### Recording requirements

Records of incidents covered by RIDDOR are also important. They ensure that you collect sufficient information to allow you to properly manage health and safety risks. This information is a valuable management tool that can be used as an aid to risk assessment, helping to develop solutions to potential risks. In this way, records also help to prevent injuries and ill health, and control costs from accidental loss.

You must keep a record of:

- any accident, occupational disease or dangerous occurrence which requires reporting under RIDDOR; and
- any other occupational accident causing injuries that result in a worker being away from work or incapacitated for more than three consecutive days (not counting the day of the accident but including any weekends or other rest days). You do not have to report over-three-day injuries, unless the incapacitation period goes on to exceed seven days.

If you are an employer who has to keep an accident book, the record you make in this will be enough. You must produce RIDDOR records when asked by HSE, local authority or ORR inspectors.

How to report

Online

Go to [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

Telephone

All incidents can be reported online 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).

### Reporting out of hours

HSE has an out-of-hours duty officer. Circumstances where HSE may need to respond out of hours include:

- a work-related death or situation where there is a strong likelihood of death following an incident at, or connected with, work;
- a serious accident at a workplace so that HSE can gather details of physical evidence that would be lost with time; and

■ following a major incident at a workplace where the severity of the incident, or the degree of public concern, requires an immediate public statement from either HSE or government ministers.

If you want to report less serious incidents out of normal working hours, you should complete an online form at [www.hse.gov.uk/riddor/report.htm#online](http://www.hse.gov.uk/riddor/report.htm#online).

You can find more information about contacting HSE out of hours at [www.hse.gov.uk/contact/outofhours.htm](http://www.hse.gov.uk/contact/outofhours.htm) .

### **First aid**

Bale's Farm we will always have a trained first aider on site.

First aid boxes are located in the Main Office, The Hut and are visibly labelled up with an up to date inventory/item list.

The office co-ordinator/teacher is responsible for making sure that all medical information and emergency contact details on the children's documents/files are up to date and accurate. When an accident occurs, it is the responsibility of the first aider to determine whether the injury can be dealt with in the setting or if medical assistance is required.

### **Accident & Incident Procedures**

An **accident** is an unfortunate event or occurrence that happens unexpectedly and unintentionally, typically resulting in an injury, for example tripping over and hurting your knee.

An **Incident** is an event or occurrence that is related to another person, typically resulting in an injury, for example being pushed over and hurting your knee.

### **Dealing with Accidents or Incidents to Children/young people**

We keep written records of all accidents, incidents, or injuries to a child/young person together with any first aid treatment given. Any event, however minor, is recorded by completion of an "accident/incident report" and the procedure is the same for both types of events as follows:

- An accident/incident report is completed by a member of staff who witnessed the event
- The form must be written accurately and clearly
- The form must include:
  - Whether it is an accident or incident being recorded
  - Date of accident/incident
  - Time of accident/incident
  - Name and signature of person who dealt with the accident/incident
  - Description of accident/incident
  - Description of care given
  - Name of person who gave care (this must be first aid qualified member of staff)
  - Description of injury (if applicable)
  - Position of injury illustrated (use body map if necessary)
  - Witness signature
  - Counter signature (must be qualified practitioner)
  - Signature of parent/carer

In the event of an incident, both accident and incident reports must be completed. The name of any other child involved in an accident/incident report **must** remain confidential.

## Incidents

An incident is a non-medical emergency which causes the need for an immediate response/change of routine.

Bale's Farm will use planned procedures as far as possible in the event of an incident which affects my setting as follows:

- Gas leak/fire – Staff will follow my Emergency Evacuation procedure as detailed below
- Missing child – Staff will follow my Missing Child policy and procedure
- Challenging/aggressive behaviour of a child – Staff will follow Bale's Farm Behaviour Management policy and procedure
- Flooding – Staff will monitor the situation and follow Bale's Farm Emergency Evacuation procedure if necessary
- Threatening behaviour of an adult – Staff will ask them to leave, in the event that they refuse, staff will remove the children from the situation to a safe place, if necessary and when safe to do so a member of staff will call the Police on 999.

Bale's Farm will inform parents as soon as possible and if necessary, ask them to collect their child.

Bale's Farm will inform the commissioning service and the local council by email of any significant injury, accident or incident once parents and carers have been informed.

## Emergency evacuation

Should an emergency occur that requires Bale's Farm staff and children/young people to leave, a member of staff will take the following actions

- Make sure that all the children/young people in the setting are present.
- Evacuate to a safe area (Orchards Stables)
- Contact the emergency services on 999 (or 112).
- Reassure the children/young people and make sure that they are not unduly upset.
- Contact the parents and let them know the situation and ask to collect the children/young people if necessary.

## Other emergencies

Should any other emergency occur (such as a terrorist attack) a member of staff will contact parents as soon as possible. Bale's Farm expects that parents will also contact us in the event of any accident or emergency which affects them or the child.