



**Thomley**  
**Accident & Incident Procedures**

## Accident & Incident Procedures

### Version Control

#### Thomley Accident & Incident Procedures

Date	Version No.	Produced By	Reason for Update	Approved
16/05/2016	Version 1	S Nieburg		
04/10/2017	Version 2	W Koehler	Annual review	W. Koehler
15/04/2019	Version 3	W Koehler	Annual Review	W Koehler
04/05/2021	Version 4	J Kitchen	Annual Review	E. Shinton
20/05/2022	Version 5	J Kitchen	Annual Review	E. Shinton

# Accident & Incident Procedures

## Contents

1.	Introduction .....	4
2.	Who is this for?.....	4
3.	Difference between accident and incident.....	4
4.	Definitions .....	4
5.	Immediate Action.....	5
6.	Reporting.....	5
7.	Riddor .....	6
8.	Monitoring .....	6

# Accident & Incident Procedures

## 1. Introduction

- 1.1. Thomley's Health and Safety Policy shows commitment to preventing accidents and incidents i.e. writing risk assessments. However incidents and accidents will happen.

## 2. Who is this for?

- 2.1. This Policy/Procedure is relevant to:
  - 2.1.1. Employees
  - 2.1.2. Casual Staff
  - 2.1.3. Volunteers
  - 2.1.4. Trustees

## 3. Difference between accident and incident

- 3.1. The Health and Safety Executive define the difference between an incident and an accident in the following way:
- 3.2. Accidents are: 'Any undesired circumstances which result in ill health or injury, damage to property, plant, products or the environment, production losses and increased liabilities'.
- 3.3. Incidents are: 'Undesired circumstances and near misses with the potential to cause accidents'.

## 4. Definitions

- 4.1. People often think of an 'incident' as something 'deliberate' such as violence and an 'accident' as 'accidental'. So to avoid confusion, this procedure will refer to incidents and accidents as one thing rather than trying to deal with them separately. Examples of incidents or accidents are:
  - 4.1.1. Concerning event – e.g. visitors' money goes missing
  - 4.1.2. Minor equipment or property damage – e.g. hoist collapsed with no-one in it
  - 4.1.3. Could have caused injury – e.g. a child threw an object that missed people
  - 4.1.4. Dangerous Occurrence – e.g. dramatic events listed in the RIDDOR book such as explosions or collapsed buildings

## **Accident & Incident Procedures**

- 4.1.5. Reportable disease – Occupational diseases covered by RIDDOR
- 4.1.6. Minor Injury – e.g. an injury or illness that is not over 3 days old but caused physical damage to a person (cuts bruising or pain that continued after the incident)
- 4.1.7. Over 3-day injury – e.g. incident/accident resulted in an injury illness that caused a person to be off work or unable to do normal activities over 3 days.
- 4.1.8. Major injury – e.g. injuries listed in the RIDDOR booklet such as broken limb
- 4.1.9. Fatality – this is where a person is killed because of an accident or incident.

### **5. Immediate Action**

- 5.1. Assess the situation
- 5.2. Remove the danger if possible, without putting yourself in danger
- 5.3. Get others to help
- 5.4. Call the emergency services if the incident or accident is serious (see emergency telephone numbers listed in staff offices)
- 5.5. If there is an incident requiring first aid, fire, or a missing person, refer to the relevant policies and procedures

### **6. Reporting**

- 6.1. However minor or serious the accident or incident, the member of staff present must fill in the incident/accident report book. Following countersignature by the parents/carer, they are given a photocopy of the report.
- 6.2. For serious incidents or accidents (i.e. over 7 -day major injury, dangerous occurrence or fatality) the Operations Manager must fill in the incident/accident report book within 24 hours of the incident and inform the Board of Trustees and RIDDOR (see below).
- 6.3. For serious incidents or accidents, witness statements must include everyone involved e.g. the injured person, people who saw the incident/accident happen, people who saw the scene immediately afterwards.

## **Accident & Incident Procedures**

- 6.4. The interview should proceed as follows:
  - 6.4.1. Ask witness to briefly run through what happened (without writing it down)
  - 6.4.2. Ask the witness to explain what happened in detail (taking rough notes)
  - 6.4.3. Interview all other witnesses using the same approach
  - 6.4.4. Clarify with each witness if there are any inconsistencies
  - 6.4.5. Complete the witness statement, ensuring the witness agrees with each statement.
  - 6.4.6. Ask the witness to sign the statement, giving them a photocopy.

### **7. Riddor**

- 7.1. The Operations Manager must by law report any death, injury, disease or dangerous occurrence to the Health and Safety Executive or the Environmental Health Department within 10 days of occurrence using the online RIDDOR form F2508 reporting process. Use the following web address to complete this report. How to make a RIDDOR report - RIDDOR - HSE

### **8. Monitoring**

- 8.1. In order to learn from accidents and incidents, the Thomley Operations Manager will look at the trend of accidents or incidents every 12 months so to revise risk assessments and make necessary changes to the site facilities, or policies and procedures. Any urgent changes will be made immediately following an accident or incident.