



### Accident / Incident Management Policy

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| <b>Policy intended for:</b>               | Staff   |
| <b>Category:</b>                          | Health & Safety   |
| <b>Published:</b>                         | Server, Policy folders at College and Student Accommodation, Staff handbook |
| <b>Policy Implemented by:</b>             | Principal   |
| <b>Policy Monitored by:</b>               | Principal and Deputy Principals   |
| <b>Reviewed by:</b>                       | Principal   |
| <b>Reviewed date:</b>                     | January 2020  |
| <b>Consultation with:</b>                 | Senior Leadership Team (SLT)  |
| <b>Record of changes &amp; additions:</b> | Jan 20: Changed Proprietor to Managing Director for Schools and Colleges    |
| <b>Next Review</b>                        | August 2020   |

## Organisation

The Health and Safety Manager (HSM) is responsible for setting up and reviewing Oxford International College's arrangements for accident investigation and reporting.

Accidents are recorded in the accident book and incidents in the incident book which are kept in the reception area. The Riddor book is available online as a reference.

### Investigation / Review

The Health and Safety Manager (HSM) or other suitably trained colleague will review into all accidents and incidents.

**Accidents:** where an accident has occurred, and harm/injury is sustained.

**Incidents:** where an accident has occurred, and harm/injury is not sustained.

## Definitions

### Definition of an Accident:

The definition of 'accident' now includes an act of non-consensual physical violence to staff (i.e. to a teacher, but not to a pupil).

### Reporting by the School

All accidents/incidents must be reported immediately to the HSM / Principal and recorded in the manner laid down by the school.

**The HSM** is responsible for ensuring that all accidents/incidents are recorded and reported as required to the Senior Leadership Team taking into account the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013).

The HSM will inform the Principal/Senior Leadership Team immediately of all major accidents at work.

The HSM will also review accidents/incidents annually to determine any patterns that may be discernible and report on these to the Principal

The Principal will ensure that serious accidents and incidents are reviewed as part of the annual safeguarding review.

## Fatalities and Major Accidents at Work

### Staff

It is the school's policy that fatalities and major accidents at work in accordance with Schedule 1 of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, incurred in connection with work, must be reported by the quickest possible means to:

- Next of kin.
- HSE ('the relevant enforcing authority') by the quickest means possible
- Managing Director for Schools and Colleges /Senior Leadership Team
- The insurers (where appropriate)
- With a follow-up report within 10 days.

### Pupils

Fatalities and injuries at the school or on school activities requiring hospitalisation must be reported by the quickest possible means to:

- Next of kin/parents/carers
- HSE ('the relevant authority') by the quickest means possible
- Proprietor/Senior Leadership Team
- The insurers (where appropriate),
- with a follow-up report within 10 days

Oxford international College will record all injuries to pupils on the school's system. Accidents due to collisions, slips and falls are not RIDDOR reportable unless they are a result of work, such as the condition of the premises or equipment, or the level of supervision.

### Visitors

Fatalities and injuries on college premises or when accompanying school activities requiring hospitalisation must be reported by the quickest possible means to:

- Next of kin/parents/carers as appropriate
- HSE ('the relevant authority') by the quickest means possible
- Proprietor / Senior Leadership Team
- the insurers (where appropriate),
- With a follow-up written report within 10 days.

## 7 Day Absences

**Staff:** All accidents which result in the member of staff being absent from work for 7 days or more (not counting the day of the incident, but including weekends and rest days) must be reported within 15 days to:

- Next of kin
- HSE ('the relevant authority');
- Proprietor /Senior Leadership Team
- Insurers (where appropriate).

An 'over 7-day injury' is one which is not designated 'major' but results in an injured person being off work or unable to do his/her full range of normal duties.

When calculating 'more than 7 days', employers must count the days the worker would not normally be expected to work (e.g. weekends and rest days).

The report must be made within 15 days of the incident.

However, if the worker's incapacitation does not occur immediately after the incident then the report should be made as soon as the injury or condition has actually incapacitated the worker for more than 7 days.

## 3 Day Absences

The school must keep a record of all 'OVER 3 day' injuries to workers, but they do not need to report these, as an accident book recording will suffice.

## Dangerous Occurrences

Dangerous occurrences that are included in Schedule 2 Part 1 of RIDDOR will be reported as quickly as possible and a written report within 10 days of the incident to:

HSE ('the relevant authority')  
Proprietor / Senior Leadership Team  
The Local Authority  
Insurers where appropriate  
Parents/carers if considered appropriate.

## Gas Incidents

Distributors, fillers, importers and suppliers of flammable gas must report incidents resulting in a fatality, loss of consciousness, or hospitalisation for treatment of an injury directly relating to that gas. Incidents must be reported using the [HSE online form](#).

Registered gas engineers (under the Gas Safe Register) must provide details of any dangerous gas appliances or fittings. Unsafe gas appliances and fittings should be reporting using the [HSE online form](#). Dangerous here means where the appliance or fitting could cause fatality, loss of consciousness or hospital treatment. The danger could be as a result of the design, construction, installation, modification or servicing of that appliance or fitting which could result in:

- An accidental leakage of gas;
- Incomplete combustion of gas; or
- Inadequate removal of products of the combustion of gas.

## **Further information**

If you have any questions about accidents and incidents at Oxford International College, please contact:

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