



## **ACCIDENT POLICY**

### **Opening Statement**

Forest Park school is dedicated to safeguarding and promoting the welfare of its pupils and staff; our policies and practices encompass the needs of all our children from Early Years to year 6 across all aspects of school life including out of school provision. It is the duty of all members of staff, both teaching and non-teaching, to play an active role in ensuring that each child's needs are met. Effective induction practices for all ITT, college and school students, volunteers and visitors aims to promote a consistent approach in meeting the needs of the whole school community.

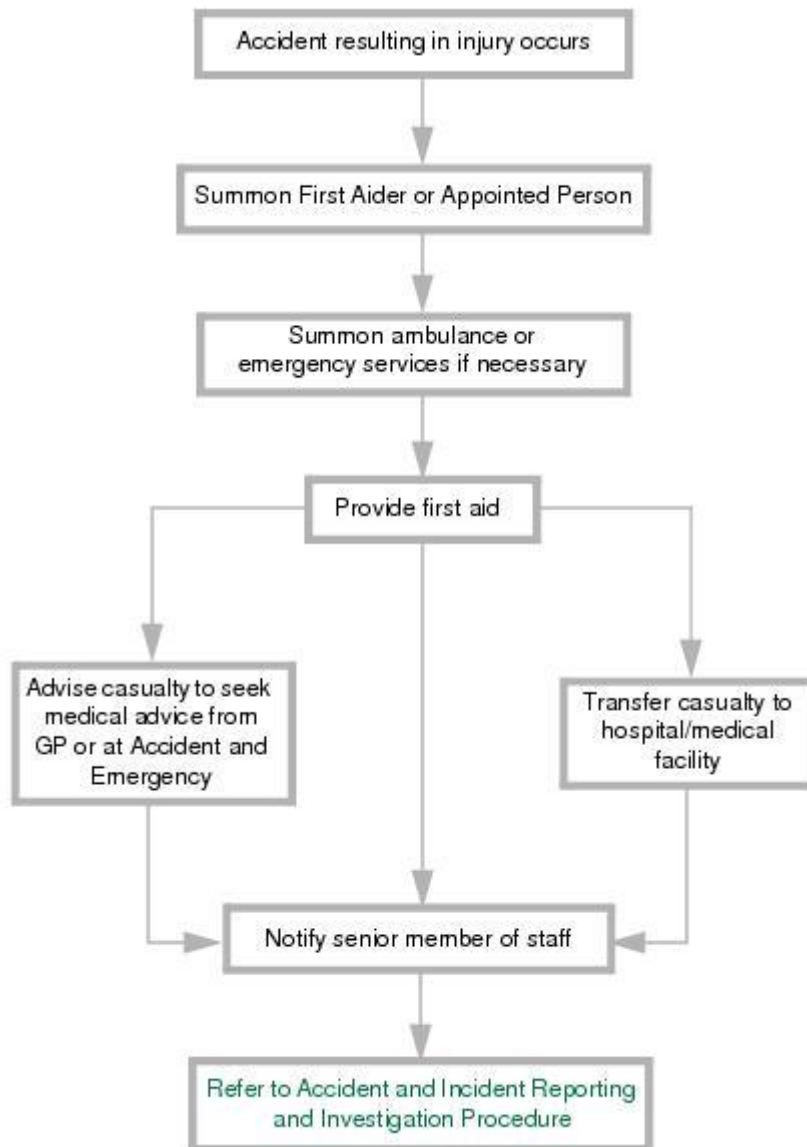
### **INTRODUCTION**

An accident is an unplanned or uncontrolled event that may or may not result in personal injury, damage to equipment, premises or environment. Accidents where no personal injury occurs may be referred to as incidents. We have adopted this policy and related procedures to assist us in the management and control of accidents and their causes. There are legal requirements placed on us by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (See Accident Guidance) which are referred to in this policy.

#### **It is our policy to:**

- . Record all injuries in our Accident Book and instruct employees on the procedure to be followed.
- . Keep records of all accidents/incidents involving non-employees, ensuring the details of their status e.g. visitor, contractor etc. is recorded.
- . Seek advice from Citation Consulting on any situation reportable under RIDDOR and any serious 'near miss' incident.
- . Report all injuries, industrial diseases and dangerous occurrences, as detailed in RIDDOR, to the Enforcing Authority.
- . Keep records of all accidents/incidents, detailing those that are reportable and how they were reported.
- . Keep details of occupational ill health, including how this was reported to the Enforcing Authority where appropriate.
- . Investigate all accidents, including 'near miss' incidents, to prevent recurrence.
- . Ensure first aid (see First Aid Policy) provision is readily available.
- . Contact Croner Consulting if in doubt.

### Accidents - Initial Action Procedure



**Accident and Incident Reporting and Investigation Procedure**

