



A Sure Start Children's Centre



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OAK MEADOW AND STRAWBERRY CHILDREN'S CENTRES

ACTIONS FOLLOWING AN ACCIDENT / INCIDENT

Approved by: Oak Meadow and Strawberry Meadow Children's Centres' Partnership Board.

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Responsible Manager: Debbie Simmons

Introduction

Following any accident or incident at Oak Meadow and Strawberry Meadow Children's Centres or during authorised work, there are certain actions required under law and/or under Hampshire County Council (HCC) corporate and departmental policies. This brief guide provides an overview of the common actions required following an accident, incident or near miss.

Actions to be taken

1. **Immediate, remedial & medical actions**

These are the basic actions required in the event of any accident or incident and may include:

- **Calling for assistance**
Request a qualified first aider. The Centre has one qualified first aider at work. However all group leaders and administration staff are qualified in basic first aid.
- **Administering first aid**
Is only to be carried out by a qualified first aider or competent person.
- **Calling an ambulance**
If the accident or incident requires hospital treatment, call an ambulance on 9 -999. Employees **MUST NOT** take the casualty to hospital by private car.
- **Making the area temporarily safe or preventing others from being exposed to the same hazard**
Assess the area and make sure that the casualty is out of danger. Check that the local environment is free from additional hazards. If required cordon off the hazardous area to protect the casualty and other Centre users.

2. **Secondary actions**

Depending on the nature of the accident/incident and/or its consequences, there are certain actions that should be carried out to provide records of the accident/incident and the following should be completed as appropriate to the seriousness or type of accident/incident.

These secondary actions include:

- **Taking photographs of the accident site**
Digital cameras are located in all the reception areas
- **Taking photographs of the injuries**
Consent must be sought from the casualty.
- **Taking statements from witnesses**
Names, addresses & telephones numbers in case future information is required.
- **Making a brief record of events as soon as possible after the accident/incident**

Information that is required is

- date
 - time
 - location of the casualty
 - exact position of the injuries on the casualty
 - the casualty's name, date of birth, contact details
 - sequence of events leading up to the accident/incident
 - if equipment or machinery is involved
 - floor surface
 - height
 - weather conditions
- **Longer term isolation of the area to prevent access pending implementation of permanent barriers**
Contact the Caretaker to create a temporary/permanent barrier to ensure that the health and safety of the Centre's users is upheld.

3. **Completion/sending of accident report form**

An accident report should be completed at the earliest opportunity following the accident.

Accidents to Employees, Visitors, children (with exception of minor accidents involving children)

The accident report book is a HCC pre-printed report form pad with 'tear-out' report forms, which is located in the blue file marked 'Accident & Incident Reporting' which is located in reception.

The completed (original) report form must be retained in this blue file in alphabetical order. A photocopy is posted to the **Children's Services Health & Safety Team, Clarendon House, Monarch Way, Winchester, SO22 5PW** in accordance with corporate and departmental requirements.

It should be noted that the accident report form is available on the Children's Services Health & Safety Website at **Accident Book Report Form (HCC)**. This electronic version can only be downloaded to be completed and posted – it is not for online submission.

Accidents to children in the Centre

Very minor accidents should be recorded on the Accident Report Form located in the grey file marked 'Minor Child Injury – Accident and Report Forms'. More serious accidents such as those requiring significant first aid administration, contact with parents, or where a claim against the HCC is possible, should be recorded on in the HCC accident report book located in the blue file marked 'Accident & Incident Reporting'.

Be advised that all accident/incident reporting and investigation guidance and requirements are clearly and simply set out in Children's Services Safety Guidance Procedure SGP-17-07.

4. **Completion/Sending of F2508 HSE Accident Report Form**

Under the Reporting Injuries Diseases Dangerous Occurrence Regulations 1995 (RIDDOR), there is a legal requirement to report **some** accidents/incidents directly to the Health & Safety Executive (HSE). This would include accidents that are serious or result in broken bones (not fingers or toes) or more than three days unable to work.

To identify whether an employee's, visitor's or child's accident/incident should be reported to the HSE, use the Action Flowchart at Reporting Accidents to HSE - Action Flowchart located in the orange 'Health & Safety File' at the back of the file, tab heading 'Health & Safety Policy', which is kept in the Centre Management Office.

If in doubt, contact the Children's Services Health & Safety Team on 01962 876220 to discuss the reporting requirements.

Having identified a requirement to report an accident to the HSE the form can be located in an orange 'Health & Safety File', at the back of the file, tab heading 'Health & Safety Policy', which is kept in the Centre Management Office.

The original sent to the HSE at the address on the form itself. A copy should be retained in the blue file marked 'Accident & Incident Reporting' and a photocopy also posted to the **Children's Services Health & Safety Team, Clarendon House, Monarch Way, Winchester, SO22 5PW.**

5. **Accident/incident investigation**

Accidents, incidents and near misses will be investigated by the Centre Management Team unless the nature and consequences of the event are insignificant.

The purpose of the investigation is to establish the immediate and root causes of the accident/incident with a view to examining failures and implementing control measures to prevent further reoccurrences.

Once the CMT have carried out an investigation the information will be used to complete the online Accident/Incident Investigation Report Form (HCC). Once completed and submitted, a printable version of the form will be automatically returned to the Centre (electronically) and a copy will automatically be forwarded to the Children's Services Health & Safety Team, who will attach it to the related accident report form and/or F2508 Report Form.

6. **Risk assessment or review of current risk assessment**

Where injury has resulted or a significant risk has been identified through the investigation process, a competent risk assessor will ensure that a review of the risk assessment (relating to the hazard causing the accident) is carried out.

Where the risk may have been previously unforeseeable, a new risk assessment will be completed and control measures identified that would reduce the risk of future similar accidents.

A summary of findings or new control measures (identified as part of the risk assessment or review process) would be expected to be included in the investigation report to demonstrate actions indicating that the potential dangers have been identified and something has been done to control the risks.

7. **Implementation of identified control measures**

Once new control measures have been identified, they will be implemented as soon as possible to prevent reoccurrence of such an accident/incident. The new control measures will be monitored to establish their effectiveness and periodically review the risk assessment to ensure that control measures remain effective.

**For further advice please contact the Children's Services Health & Safety Team, Clarendon House, Monarch Way, Winchester, SO22 5PW, 01962 876220
<http://intranet.hants.gov.uk/childrens-services/cs-healthandsafety.htm>**