OAT Accident/Incident and Near Miss Policy

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Ormiston Academies Trust

Ormiston Six Villages Academy Accident/Incident and Near Miss Policy

Policy version control

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Author	Jane Smith
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1. Introduction and context

The main aim of this policy is to ensure that the academy has arrangements in place to protect and preserve the health and safety of all students, staff members, visitors and contractors. All accidents, incidents and near misses, must be reported so that they can be investigated in order to prevent recurrence and ensure continuous safety management improvement. In some cases, the Enforcing Authority (Health and Safety Executive) must be informed by law that an accident or incident has occurred.

2. Scope

This policy is applicable to all full-time, part-time and supply staff, students, contractors, volunteers, visitors, and work placement students and to all OAT academies.

3. Definitions

Accident: An accident is an unplanned event that has led to a loss, i.e. injury to a person or damage to plant, equipment, property or the environment.

Incident:

- **near miss**: an event not causing harm, but has the potential to cause injury or ill health
- **undesired circumstance**: a set of conditions or circumstances that have the potential to cause injury or ill health

Dangerous Occurrence: one of a number of specific, reportable adverse events, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

RIDDOR: "The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)"

Example of types of accidents, incidents, near misses and dangerous occurrences include:

- accidents resulting in personal injury to employees, students, contractors, visitors and members of the public (NB – for the purpose of the policy students are classed as member of the public under RIDDOR)
- accidents resulting in damage to plant, property and equipment
- dangerous occurrences e.g. a fire occurring which results in suspension of normal work for 24 hours
- cases of work-related (occupational) ill-health, infection or disease
- near misses that could have caused personal injury or damage to equipment, plant etc.
- vehicle incidents whilst at work, including personal injury or vehicle damage, this applies to:
  - occasional business users, car allowance users, mini bus drivers, company car users

4. Responsibilities

4.1. Responsibilities of the Governing Body

- In conjunction with the Principal the Governing Body will help identify key risks relating to possible accidents and injuries and ensure they are adequately controlled as to prevent them occurring.
- Liaise with the OAT National Director of Estates and Technology, and/or the OAT Health and Safety Officer for the point of contact for dealing with any critical incidents in the region.

4.2. Responsibilities of the Principal

The Principal has the overall responsibility to ensure that appropriate and sufficient arrangements are in place to enable prompt action to be taken in the event of any medical emergency, accident or illness. This includes ensuring that sufficient time and resources are allocated to enable this to happen such as:

- Take reasonably practicable steps to ensure the Accident Incident and Near Miss Policy is implemented by all members of staff across the academy.
- The Principal must ensure that all accidents, incidents and near misses are recorded, using the on line accident recording system.
- Ensure staff follow the accident and incident reporting procedure available on OATnet.
- Ensure investigations where appropriate are carried out, and OAT's Health and Safety Officer is kept informed through the online recording system.

4.3. Responsibilities of the Facilities/Site Manager/ASO

- All department Managers/ASO must ensure that all accidents, incidents and near misses are recorded, using the online accident recording system.
- Ensure staff follow the accident and incident reporting procedure available on OATnet.
- Ensure RIDDOR reportable accidents are investigated further using the accident investigation template on OATnet, and all additional information uploaded onto the accident reporting system on OATnet.
- When accidents do require an investigation, Line Managers must review risk assessments, review training, and if needed alter working practices, ensuring any changes are communicated to staff.

4.4. Responsibilities of all staff, students, visitors and contractors

Ensure that all staff, pupils, visitors and contractors are applying health and safety regulations and adhering to any rules, routines and procedures in place.

Ensure that all staff, students and visitors are aware of the reporting process for accidents, incidents and near misses.

4.5. Responsibilities of the Ormiston Academy Trust Health and Safety Officer

The Health and Safety Officer will:

- Provide advice, guidance and training, where necessary, to anyone involved in the reporting accidents using the online system.
- Monitor all accidents and reports centrally to the Trustees.
- Assist with further investigations where required.
- Report any serious accidents, where relevant under RIDDOR to the HSE.

5. Procedure

It is the responsibility of all employees to report to their Line Manager/Principal/Finance Director/ASOs all accidents, incidents and near misses that are work related or involve a student, as well as any non-work-related issues that may affect safe working. Department Managers/Principal/Finance Director/ASOs must ensure that all employees/students/contractors and visitors have information relating to the action to be taken in the event of an accident, incident, or near miss.

6. Related documents

This policy has due regard to statutory legislation and government guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Accident Investigation Template on OATnet
- Accident procedures on OATnet
- HSE – edis1(incident reporting in schools)
- Social Security Act 1975
- Data protection Act 2018

7. Monitoring and review

This policy is reviewed every 3 years by OAT Head Office; any changes made to this policy will be communicated to all members of staff.

All members of staff are required to familiarise themselves with this policy as part of their induction programme.