

4.7 Accidents

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Regulation and Standards

England

- Regulation 10: The health and well-being standard
- Guide to the health and well-being standard
- Regulation 31: Staffing of children's homes
- Regulation 42: Notification of offences
- Schedule 3: Information to be included in the case records of children accommodated in children's homes
- Schedule 4: Other records with respect to children's homes

Wales

- **Standard 36: Health, safety and security**
- **Regulation 20: Health needs of children**
- **Regulation 23: Hazards and safety**
- **Regulation 31: Fire precautions**
- **Social Services and Well-being (Wales) Act 2014**
- **Regulation 60: Notifications**
<https://www.legislation.gov.uk/wsi/2017/1264/regulation/60/made>
- **Regulation 59: Records (Schedule 2)**
<https://www.legislation.gov.uk/wsi/2017/1264/schedule/2/made>
- **Regulation 44: Premises**
<https://www.legislation.gov.uk/wsi/2017/1264/regulation/44/made>
- **Regulation 57: Health and safety**
<https://www.legislation.gov.uk/wsi/2017/1264/regulation/57/made>
- **Statutory Guidance For service providers and responsible individuals on meeting service standard regulations**
<https://gov.wales/docs/dhss/publications/180201statutory-guidanceen.pdf>

All accidents involving Children/Young People, Staff and Visitors need to be recorded with PSN (Acoura). If the accident is deemed reportable under RIDDOR then PSN (Acoura) will manage all aspects of notifying HSE and advising the Home.

1. Definition of Accident

An accident is an unplanned event that results in injury or ill health to people as well as damage to property, plant and equipment where there was a risk of harm. This includes what are known as 'dangerous occurrences' or 'near misses'.

Most accidents have the potential to cause both property damage and personal injury but not always both. All accidents need to be reported to enable the company to take appropriate action to prevent a recurrence.

2. Accident Reporting

2.1 All Accidents

All accidents must be recorded in line with Acoura recording protocol and any accident resulting in an injury must also be recorded in the Accident Book.

Additionally all injuries to children must be recorded by completing an Incident Report.

Please refer to the **RIDDOR Procedure** to determine whether the accident needs to be reported to the Health and Safety Executive.

2.2 Accident Investigation

All accidents must be investigated by the Manager or the person responsible for health and safety to establish the cause and initiate control measures via assessment to determine the possibility of repeat accidents.

Please refer to the **Information Sharing and Escalation Procedure** for all accidents occurring in a care setting and to for all educational accidents.

3. Accident Investigation

The company will ensure where practicable all accidents or incidents of work related ill health, dangerous occurrences and near misses will be fully investigated by the Registered Manager/Head Teacher. Accident or incident investigation is not a means of determining fault or apportioning blame.- incident;

1. To identify the underlying causes that may have contributed to the accident or incident;
2. To ensure that effective remedial actions are taken to prevent any recurrence;
3. To enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties;
4. To enable all statutory requirements to be adhered to.

Staff selected to carry out investigations will be required to attend any necessary training and will be provided with appropriate information and resources to enable them to carry out their respective roles.

In order to facilitate a successful investigation following an incident, the following steps should be taken.

1. Assess the need to investigate the incident when it is reported;
2. Notify and assemble the appropriate staff to carry out the investigation;
3. Ensure that all the necessary investigation equipment is assembled;
4. The accident scene should be secured, where necessary:
 - To prevent additional dangers;
 - To preserve the evidence;
 - For samples to be taken.
5. All relevant physical evidence should be inspected and recorded with samples taken if required;
6. Work activities, systems and conditions should be examined and/or noted;
7. Relevant documentation, e.g. risk assessments, should be collated and examined;
8. Witnesses, administrators of first-aid and those injured should be interviewed;
9. Any unsafe acts and conditions, along with underlying causes of incidents, should be analysed;
10. Remedial action should be taken to prevent any recurrence;
11. Suitable reports should be prepared and distributed to Head Office and Senior Managers.

In the case of Notifiable Incidents, the Registered (or Duty) Manager must notify the following as soon as possible:

Notifications Required by		Social Worker in Placing Authority	Ofsted or CIW	Local Authority where the home is	Local Police	Health Authority where the home is
<ul style="list-style-type: none"> • Reg 30(1) England; • Reg 29(1) Wales 						
1.	Death of a child accommodated in the home	✓	✓*	✓		✓
2.	Referral of worker to Sec of State under Protection of Children Act	✓	✓			
3.	Serious illness or accident sustained by a young person accommodated in the home	✓	✓			
4.	Notifiable infectious disease	✓	✓			✓
5.	Allegation that young person has committed a serious offence	✓	✓ (CIW)		✓	
6.	Involvement or suspected involvement of young person in sexual exploitation	✓	✓	✓	✓	
7.	Serious incident necessitating calling the police to the home	✓	✓			
8.	A young person accommodated at the home goes missing	✓				
9.	Serious complaint about the home or persons working there	✓	✓			
10.	Instigation and outcome of Child Protection enquiry involving young person	✓	✓			

* In the case of a death occurring at a registered home in England, the secretary of State must also be informed. This will be the responsibility of the Divisional Director or his/her deputy.

The above table is a composite Regulation 40, (England), Regulation 42, (Wales).

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