



The Big Step

Accident Policy

The Accident policy will be reviewed annually, or more regularly in light of any new significant development.

Reviewed yearly by:	
Manager of 'The Big Step'	Dan Leverton
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1. Introduction

Accident Policy

'The Big Step' recognises and acknowledges its responsibility under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) to have in place a robust system of reporting, recording and investigating all work related accidents and incidents.

This document outlines the schools policy for reporting when any employee, service user, learner, visitor, volunteer, contractor or member of the general public experiences an accident or incident on any Chances Education Support Services controlled premises or during the course of their employment or undertaking with the provision. It sets out the responsibilities placed on managers, employees, contractors and visitors.

2. Policy statement

'The Big Step' are committed to achieving high standards of health and safety performance throughout the organisation. This commitment is afforded to all employees and those affected by activities - such as service users, learners, visitors, volunteers, contractors and the general public.

To that end it is the policy of 'The Big Step' to actively prevent injuries, incidents and ill health through:

- Positive safety behaviour by all managers and staff
- The implementation of risk assessment programmes
- Suitable levels of awareness through information, training and supervision
- Safe systems of work which, so far as is reasonably practicable, remove or reduce the level of risk to the lowest level
- The reporting, investigation and monitoring of all injuries, incidents and ill health

It is 'The Big Step' policy that all accidents and incidents must be reported, however minor; this includes incidents where no one was actually hurt but where there was a near miss.

Prior to any reporting of an accident or incident, priority should be afforded to making the scene of the accident safe and providing first aid. In addition it is crucial that management ensure any necessary emergency plan is in place.

3. Managers responsibilities

It is the responsibility of all Managers to:

- Assist 'The Big Step' in the prevention of accidents, incidents and instances of work related ill health by fulfilling their responsibilities in the risk assessment process, the application of necessary controls and safe systems of work including ensuring their staff's activities are undertaken in a safe manner
- Ensure that if an accident or incident occurs, a report is made according to 'The Big Step' procedures and within the prescribed timescales set out in this policy document
- Ensure that if an accident occurs resulting in a serious or major injury, the scene of the accident remains undisturbed if safe to do so, until an inspection of the site is made by management or other designated person

- Ensure that, if the employee is absent from work following an accident or work related ill health, the absence is further notified when reaching 4 days, for legal reporting purposes
- Ensure a copy of the accident report form is passed to the host's responsible person, eg: H&S Manager if the accident occurs in a host employer's premises such as during an offsite visit
- Ensure all contractors and temporary staff are aware of the need to report all accidents to their own employer as well as 'The Big Step'
- Investigate all accidents in a manner that is commensurate with the seriousness of the occurrence and make any necessary revisions to risk assessment documentation, implement and communicate the changes to staff
- Ensure the review of risk assessments in light of accidents and incidents, including the making of necessary changes and the communication on to relevant staff
- Where applicable ensure self-certification absence forms submitted by an injured employee are completed to reflect that the absence was due to a work related accident
- Ensure all major accidents are investigated and findings reported and circulated to management with recommendations to prevent a recurrence
- Ensure that appropriate reports are produced regularly for Service Management teams that detail the service's performance relating to accidents and incidents
- Review reports and monitoring trends to ascertain the nature of incidents which have occurred in the workplace recording or otherwise without the prior permission of the copyright owner
- It is the responsibility of the Devon Health, Safety and Wellbeing Service to:
 - Be the contact point for the enforcing authorities and, as such, is responsible for ensuring the completion of any legally required reporting and for telephone contact in the case of any major injuries or dangerous occurrences
 - Ensure all major accidents are investigated and findings reported and circulated to management with recommendations to prevent a recurrence
 - Ensure that appropriate reports are produced regularly for Service Management teams and for the Devon Health and Safety Panel that detail 'The Big Step' performance relating to accidents and incidents
 - Review reports and monitoring trends to ascertain the nature of incidents which have occurred in the workplace

4. Employees responsibilities

It is the responsibility of all employees to:

- Assist 'The Big Step' in the prevention of accidents, incidents and instances of work related ill health by co-operating in the risk assessment process, conducting their activities in a safe manner and by not acting recklessly or negligently
- Take action to prevent work related accidents and ill health by raising health and safety concerns with supervisors or managers
- Report to their supervisor or manager any work related accident or incident in which they are involved or to which they are a witness
- Report unsafe processes, practices and equipment to supervisors or managers
- Ensure all work related accidents that occur whilst off site are promptly reported and recorded
- Seek first aid or medical assistance for the treatment of injuries when required
- State clearly on the self-certification form if absence from work is as a result of a work related incident
- Inform their Manager of their absence on the first and seventh day to ensure Chance Educational Support Service meets its legal reporting obligations

5. Contractor responsibilities

It is the responsibility of Contractors on 'The Big Step' premises and/or working on behalf of 'The Big Step' to:

- Abide by the Schools health and safety policies, procedures, guidance and instruction as well as their own employer's safe systems of work
- Ensure they report any work related accidents occurring on the School premises to their own employer recording or otherwise without the prior permission of the copyright owner
- Ensure that they investigate accidents and incidents and pass a copy to 'The Big Step'
- Ensure they have adequate first aid provision which may include access to 'The Big Step' facilities where prior agreement has been reached
- Ensure that they have a competent person able to assist in any accident investigation involving contract staff and that they comply with the reporting requirements under current accident reporting legislation

6. Others responsibilities

It is the responsibility of all others on 'The Big Step' premises and/or working on behalf of

'The Big Step' to:

- Abide by 'The Big Step' health and safety policies, procedures, guidance and instruction as well as their own employer's safe systems of work

7. Audit, review and monitor

All services within 'The Big Step' must be able to demonstrate compliance with this policy in accordance with the DCC health and safety auditing procedures.

This includes providing confirmation on:

- How services have reviewed existing arrangements and carried out steps for implementation where necessary
- How those with responsibility for premises (establishment managers, head teachers, etc) are fulfilling their responsibilities
- How services are meeting the responsibilities outlined in section 4

8. Equality statement

'The Big Step' will only commit to policies and practices which will eradicate discrimination and promote equality for all, regardless of age, gender, disability, religion and belief, race and ethnicity and sexual orientation.

This policy and related guidance has been subject of an Equality Impact and Needs Assessment. This assessment will be integral to all future policy and guidance reviews.