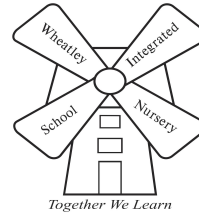


John Watson School



Wheatley Nursery School

Policy for Procedure on investigation Incidents and Accidents

The Federated Governing Body of John Watson and Wheatley Nursery Schools have adopted the model policy of Oxfordshire County Council.

Signed by Sarah Simmonds, Chair of Governors.

Date: June 2019

Review Date: June 2022

This policy will be reviewed as per the review schedule set by the Governing body or in accordance with policy updates issued by Oxfordshire County Council (whichever is sooner).

Introduction

The primary objective of investigating accidents is to prevent recurrence by improving procedures. This can only be done by examining all contributory causes – immediate and root causes. Other objectives are to comply with legal duties under health and safety legislation, and to provide information to the County Councils insurance in the event of a civil action.

Policy

In the event of an accident the establishment will need to carry out an investigation, the extent of which will be determined by the exact circumstances. The investigation will be open and probing, but its main purpose will be to understand the causes and ensure there is no repetition of the accident, rather than to allocate blame. Outcomes of any investigation should include assumptions made and conclusions about the causes, identification of evidence that is inconsistent with the conclusion, and recommendations for avoiding recurrence.

The four steps in the investigation procedure are:

- The gathering of information
- The analysing of information
- Identification of risk control measures, and
- The action plan and its implementation

Responsibilities

In most circumstances, responsibility for accident investigation lies with the head/senior manager of the establishment. They may however delegate the function to a suitable employee depending on nature or severity of the accident.

Which accidents need to be investigated?

Ideally all accidents should be subject to investigation as many civil claims arise years after the accident when many staff may have left and reliable evidence is nearly impossible to obtain.

How to investigate an accident

It is important to remain objective and open-minded about the cause of any accident. If the investigator feels their objectivity or independence is compromised another investigator needs to be appointed. The investigation needs to take place as soon as possible after the accident. If delay is unavoidable the accident site should be left undisturbed until the investigator is ready. Most accidents can be investigated by a very simple protocol but occasionally the nature and severity of the accident may require a more complex investigation.

Accident Investigation Guidelines and Investigation Form

The following are guidelines only and not everything may be applicable for any given accident. The more serious the accident, the greater the depth of investigation is likely to be. The main purpose of the investigation is to find all that can be learned to enable similar accidents/near misses to be prevented in the future. The information gathered from the investigation will be used to improve the management of health and safety within the school.

1. Obtain General Information

- Has anything been altered since the accident/near miss?
- Names of injured/ill employees/witnesses/people first on the scene.
- Extent of injury/damage/disruption
- The condition of any equipment
- Any chemicals/substances in use or present
- The task that was being undertaken at the time of the accident/near miss
- The time, place and layout of area
- The environmental conditions (lighting, ventilation, slippery, obstructions, weather conditions if outside)

- Record conditions (take photographs)
2. Obtain Witness Statements
 - Name, contact details and occupation of witnesses
 - What did they observe and what did they do?
 3. Establish Circumstances
 - What was being done at the time and what happened?
 - What were the events leading up to the accident?
 - What was the accepted method for carrying out the task? Was it being followed? Was it adequate?
 - Was the individual competent to carry out the task (qualifications/experience)?
 - What instruction and training was given (records available)?
 - Were they aware of the risk assessment for the task? (how they could be harmed and the measures they should take to prevent harm)
 - Had the individuals been told to carry out the task, or were they acting on their own initiative?
 - Has something similar happened previously?
 4. Immediate Response to Accident/Near Miss
 - Was prompt and appropriate action taken (fire fighting, first aid, area made safe, access restricted, electricity isolated, warning notices displayed, and referral to Occupational Health)?
 5. Identify Preventative Measures
 - Was there an up to date risk assessment carried out for the task?
 - Review the risk assessment for the task
 - What safety precautions were in place and what safety precautions should have been in place?
 - Was instruction and training appropriate to the task?
 6. Identify Underlying Causes
 - Was supervision and training adequate?
 - Was equipment suitable for the task?
 - Was equipment maintained and tested adequately?
 - What pressures/constraints, if any, were being applied?
 - Was communication adequate between relevant parties?
 7. Actions to Prevent a Recurrence
 - Could the outcome have been more serious?
 - What needs to be done to prevent similar accidents/near misses?
 - Were the safety precautions adequate, but not implemented – why not?
 - Actions to prevent recurrence include:
 - a. Better guarding or barriers
 - b. Better test and maintenance schedules
 - c. Revised work method
 - d. Provision and use of personal protective equipment
 - e. Improved supervision, training, inspection, instruction and information
 - f. Better communication
 - g. Review similar activities elsewhere

Common Causes of Accidents

	Immediate Causes	Underlying Causes
Premises	Access/egress, housekeeping, layout, floor conditions, obstructions, lighting	Design, suitability of workplace, repair/maintenance, cleaning
Plant & Substances	Condition of tools, hazardous substances, ventilation	Design, selection, commissioning, maintenance, personal protective equipment, storage and use of hazardous substances, risk assessment, COSHH assessment
Procedures	Safe systems of work, instructions issued – clarity and adequacy, supervision, safe movement of material or substances, personal protective equipment – selection and use	Planning, risk assessment, preparation of safe system of work, information and instructions – preparation and communication, emergency procedures, supervision, contractors – competence and selection, monitoring arrangements
People	Competence, training, health, under influence of alcohol/drugs – prescribed/non-prescribed	Selection/placement, induction or refresher training, cover for absence, safety culture

Accident Investigation Procedure

Accidents need to be investigated and reported promptly, so that facts can be established before memories fade. Dealing with accidents should be given a high priority. Accident reports should be completed and returned within 24 hours.

The following matrix indicates at what level and by whom accidents need to be investigated.

Accident/Near Miss	Investigation Level			
	First Aiders	Headteacher SBM	HT/SBM/ Governing Body	HT/SBM/GB/LA
Minor injuries or near miss	1			
Serious injuries, near miss, lost time accidents		2		
Classified Dangerous Occurrences, major injuries and diseases			3	
Multiple serious injuries, fatalities, or when prosecution is likely				4

Definitions:

Level 1 – Minor injuries or near miss – these include minor cuts, abrasions, bruises, strains, dust in eye, etc. The individual will normally be able to return to work immediately following minor first aid.

Level 2 – Serious injuries, lost time accidents – any accident that results in an individual being off work for a day or more. Certain injuries (e.g. eye injuries) may also be regarded as serious enough to be classified as level 2 even if time is not lost. Serious near misses are those that have the potential for serious injury but are not listed in the Reporting of Injuries. Diseases and Dangerous Occurrences Regulations (RIDDOR).

Level 3 – RIDDOR reportable accidents – as listed at www.RIDDOR.gov.uk .

Level 4 – Multiple serious injuries or fatalities – multiple to denote more than one serious/major injury occurring at the same time due to one accident. Additionally, any accident that results in the school being prosecuted under Health and Safety legislation.

Accident Investigation Forms are available electronically, or in paper form by request.

Accident Investigation Form

The following are guidelines categories only and not everything may be applicable for any given accident. The more serious the accident, the greater the depth of investigation is likely to be. The main purpose of the investigation is to find all that can be learned to enable similar accidents/near misses to be prevented in the future. The information gathered from the investigation will be used to improve the management of health and safety within the school.

Date and time of accident/ near miss	
Place of accident / near miss	
Name of injured person(s) (if any)	
General information	
Witness statements	
Circumstances of accident / near miss	
Immediate response to accident / near miss	
Preventative measures in place	
Underlying causes	
Actions to prevent a recurrence	

Signed..... Name..... Date.....

PLEASE RETURN THIS FORM TO THE SCHOOL BUSINESS MANAGER WITHIN 24 HOURS OF THE ACCIDENT / NEAR MISS