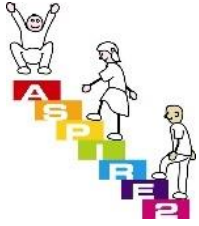


<b>Aspire 2 Policy</b>	Accident and Incident Policy	
<b>Approved By</b>	Charlie Clare, Chair of Trustees	
<b>Approval Date</b>	17 November 2022	
<b>Reviewed every</b>	3 years	
<b>Review Date</b>	17 November 2025	

## ACCIDENT AND INCIDENT POLICY

ASPIRE2 supports many activities and events that take place off school premises. The Trustees have responsibilities for the well-being and safety of the children, young people and our volunteers present. They have a legal duty to ensure that suitable risk management systems are in place and that “as far as is reasonably practical” people are not harmed by their activities. For a volunteer, the legal expectation of the standard of care is that of a “reasonable person.” If a serious incident occurs during one of our funded and/or organised events it is essential that the proper procedures are followed.

An accident is an unplanned, uncontrolled event, which causes, or could cause injury, damage or loss. In most cases accidents can be avoided and it is our intention to prevent as many as possible.

We aim to reduce the risk of accidents by:

- Requiring risk assessments are carried out by event leaders and/or organisers.
- Ensuring that the locations are checked and used properly.
- Requiring that volunteers and to some extent the children/young people, are aware of hazards i.e. use of equipment, driving safely with due attention to weather and traffic conditions etc.
- Requiring that volunteers and children/young people are encouraged to care about their environment and others
- Expecting volunteers to identify and report hazards and risks and encourage children/young people to do the same.
- Ensuring any medical condition of all participants is known about e.g. epilepsy; asthma; sickle cell.

In the event of an accident or incident the Lead Volunteer must:

- Arrange/administer first aid
- Determine whether the injured person requires immediate professional medical attention then phone 999 for an ambulance
- Determine whether the injured person should go home
- Contact the Charity Development Manager or Lead Trustee by phone
- If necessary contact the parent/carer/friend to advise them that the injured person should be collected
- For minor treatable injuries or events inform the parents/carers at collection time.
- Provide only the essential details outlining how the injury happened without naming any others involved/present. If pressed explain that a full investigation will be carried out. Do not offer any opinions on the context of the event.

- If a volunteer is designated to take the injured person home or to a medical facility there must be the required level of adult supervision remaining. If this is not possible then the parent/carer/friend must be encouraged to arrange collection.
- If there is a critical incident i.e. death, multiple injuries then call 999 and contact the Charity Development Manager or Lead Trustee who will manage communication.

All accidents and incidents are recorded on the form below that is sent to the Charity Development manager within 48 hours (even if a report is completed by providers at the venue). Some incidents must be reported to RIDDOR e.g. injured person is taken directly for medical treatment; injury caused more than 3 days absence from work. **See RIDDOR reportable incidents 2013.**

There must always be at least one first aider on site at all times, who will deal with minor injuries. There is a First Aid box on each of the minibuses and volunteers should learn where they are at the activity locations.

All accidents and incidents are reviewed to see if anything can be done to prevent the accident/incident happening again.

An incident form can also be used to record something, which happened that could have been dangerous, actions deemed as unwanted behaviour, an action which could cause damage, loss or injury. Some examples are:

- Loss of amenities.
- An argument.
- A temper tantrum out of the norm.
- A stranger trying to gain access to the event.
- An un-witnessed injury.
- A road traffic incident involving one of our minibuses

The Charity must notify Ofsted and local child protection/safeguarding children agencies of any serious accident or injury to, or serious illness of, or death of, any child whilst in their care, and act on any advice given.

Accidents/incidents relating to visitors to the setting should be reported to the Charity Development Manager and recorded.



# Incident/Accident Report

## PART A – ABOUT THE PERSON WHO HAD THE ACCIDENT/INCIDENT

<b>Full Name:</b>	<b>Volunteer/Pupil</b>
<b>School:</b>	<b>Other (visitor, contractor, member of the public):</b>
<b>Home Address:</b>	
<b>Phone no:</b>	<b>DOB:</b>

## PART B – ABOUT THE INCIDENT/ACCIDENT

<b>Date of Accident/Incident</b>		<b>Time (use 24hr format)</b>	
<b>Name of the Event/Activity</b>			
<b>Exact Location of the Accident or Incident</b> <i>(where on the premises did the incident occur)</i>			
<b>Description of Accident or Incident</b> <i>(please provide a summary of events leading up to the Incident / Accident with details of the circumstances immediately prior to the event plus conditions such as weather, visibility, temperature, housekeeping standards, unusual working conditions etc., that may have contributed to the incident)</i>			
<b>Did the Accident / Incident Require Reporting to the Authorities?</b> <i>(Please include any report to the Police or the Incident Contact Centre, RIDDOR etc.)</i>			
<b>Were there any Witnesses to the Accident or Incident?</b> <i>(If yes, please provide name and contact details of Witnesses)</i>			
<b>If the person suffered any injury, say what the injury was:</b> <i>i.e. cut, graze, strain etc.</i>			
<b>Location of Injury</b> <i>Please be specific, i.e. left hand, right side of forehead etc.</i>			
<b>Did the injured party attend or get admitted to hospital?</b> <i>(please give details of any treatment they received, including gluing wounds or topical ointments)</i>			
<b>Is the injury likely to cause a loss of working time (or missed school days)?</b> <i>Please include days that the IP is incapable of work even if they would not normally be working, i.e. annual leave or weekends.</i>			

**What was the accident/incident? (Please tick only one)**

Contact with Electricity	Contact with Machinery	Cuts and Lacerations
Drowning or Asphyxiation	Explosives (fireworks, chemical reactions etc.)	Burns or Scalds
Harmful substance – Liquid (Bleach, acids, deasil etc.)	Harmful Substance – Gas (Chlorine Gas, Carbon monoxide etc.)	Harmful Substance – Particulate (Asbestos, concrete dust, powdered alkaline)
Slip, trip or fall at floor level	Fall from height	Injured by animal
Lifting and handling injuries	Physical Assault (Malicious)	Physical Assault (Reactive)
Verbal Assault	Cyber or written threats/abuse	Lodging in the ear/nose
Striking against an object	Struck by object	Struck by vehicle
Trapped under collapsed structure	Unintentional injury caused by another person	Allergy
Pre-existing medical condition (seizures etc.)	First instance of medical condition	Near Miss
Pinching or trapping injury	Ingestion of hazardous substance	Other <i>(please provide details below)</i>
Details:		

**PART C – DETAILS OF THIRD PARTIES**

Did the incident occur as a result of working with persons with SEN requirements? (e.g. dysregulation, sensory overload, seeking sensory stimulation, positive handling)	<i>Please give details</i>
Does the person have an individual risk assessment, Behavioural Support Plan, Pastoral Support Plan or similar assessment & support documentation?	
Was the injured party aware of the procedures in place within these plans?	

RETURN TO THE CHARITY DEVELOPMENT MANAGER AS SOON AS POSSIBLE AFTER THE EVENT BUT NO LATER THAN 40 HOURS

**PART D – COMPLIANCE – TO BE COMPLETED BY CHARITY DEVELOPMENT MANAGER**

<p><b>Was the person carrying out an approved activity?</b></p>	
<p><b>How long has the injured person or the person involved been carrying out this activity as part of their role</b> <i>(please describe the person's experience in doing this activity over time)</i></p>	
<p><b>Does there appear to be any unsafe behaviour</b> <i>if Yes please give details)?</i></p>	
<p><b>Detail any risk assessments undertaken for the activity involved in the Accident / Incident:</b> <i>(include Reference Nos., dates of assessment and review, appropriate control measures required etc. – copies of relevant risk assessments should be made available for examination)</i></p>	
<p><b>Was there a safe system of work in place?</b> <i>(if Yes please give details of documented safe systems of work or instructions given)</i></p>	
<p><b>Was the person involved trained regarding this activity?</b> <i>(please describe what training had been provided – full training records should be made available for examination)</i></p>	
<p><b>Have the risk assessments associated with the accident or incident been reviewed? What changes were made?</b></p>	
<p><b>Detail any remedial action to prevent re-occurrence?</b> <i>(Please include details of punitive measures where necessary)</i></p>	
<p><b>Have the actions identified been implemented?</b></p>	