

# Bounce Back AP LTD

## Accident-Incident Policy 2025-2026



### Control Sheet

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## **1. GENERAL STATEMENT**

This policy outlines the procedures that are to be adopted in this school when anybody experiences an accident, injury, near miss or dangerous occurrence either on school premises or during school activities, such as on school trips.

For the purposes of this policy:

- an accident is defined as an unplanned event that causes injury to persons, damage to property or a combination of both
- a near miss is defined as an unplanned event that does not cause injury or damage but could do so.

Suitable information and training will be given to all personnel regarding accident management, emergency response and incident reporting.

All accidents should be reported, recorded, and reviewed. Unless the school is informed of incidents, it will be unable to identify what is wrong and take remedial action.

This policy covers reporting and recording procedures for all school staff and managers, temporary staff such as agency workers, and non-employees such as pupils, parents and visitors.

## **2. ACCIDENT/INCIDENT MANAGEMENT**

In any potentially dangerous accident or unforeseen event the key priority must be people's safety and welfare. Incidents and accidents should be managed in an appropriate manner to contain and eliminate any danger and minimise risk. Immediate first aid or emergency medical treatment should be sought where there are injuries. In all cases appropriate first aid should be delivered if needed. Pupils who are injured should be accompanied to the medical room. Pupils with potentially serious head injuries should be sent to hospital for assessment.

If a danger or risk of further injury exists staff or managers attending the incident should ensure that people are removed to a place of safety. Appropriate assistance should be called.

Incidents should be escalated to the senior leadership team or AP Manager as appropriate to their perceived severity.

## **3. THE ACCIDENT BOOK**

All accidents resulting in personal injury must be recorded in the accident book. This should be available in a locked filing cabinet in the hall at the bottom on the stairs . It contains information that must be recorded under the law.

The AP Manager has the role of managing the accident book and associated reporting systems.

The accident book will be reviewed regularly by the AP Manager & HSE manager.

All near misses must also be reported as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

## **4. REPORTING PROCEDURES**

As part of the incident management process all accidents and near misses experienced by a member of provision staff or to a temporary agency worker should be reported to their line manager or to a senior member of staff and recorded. In the case of a pupil, parent or visitor, accidents should be reported to any member of staff present. They should provide the necessary assistance and escalate the incident as required.

Provision staff have a duty to ensure that all accidents and near misses are reported as soon as is practicable, however minor. Reporting should be completed after any assistance or first-aid has been delivered and once the safety of people involved in any incident has been ensured.

Any incident which constitutes a serious incident or an emergency must be reported to the senior person in charge of the site immediately. This will usually be the AP Manager or their appointed deputy.

Injuries which occur while carrying out work duties off site, such as on school trips, must be reported and recorded in the same way.

If an injury renders an employee unable to make an accident report, a colleague, witness or someone who is able to enter an account of the incident should make the entry for them. The victim's account of the incident must be entered as soon as possible after the event.

Line manager must ensure that all provision staff, including temporary staff, are aware of accident reporting procedures. Where an accident results in absence from work, line manager must be informed. Employees who are absent as a result of an accident at work must keep the provision informed of their progress, up to and including a return to normal duties.

Injuries to pupils and visitors should be recorded in the accident book in the same way as for staff. Support staff who witness an accident should carry out the reporting after any assistance or first-aid has been delivered and once the safety of people involved in any incident has been ensured.

Injuries to contractors that occur on the school site should be recorded in the accident book. Contractors should also notify their own employer where applicable.

## **5. RIDDOR REQUIREMENTS**

The school understands that it has legal duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to report certain serious accidents and incidents to the Health and Safety Executive (HSE).

The following must be reported under RIDDOR:

- accidents resulting in death or major injury must be reported immediately
- any incident that results in over seven consecutive days of incapacity for work must be reported within 15 days.

Certain dangerous occurrences, including physical acts of violence to staff, and certain reportable diseases and medical conditions must also be made as specified in Schedule 1, Part 2 of RIDDOR.

Over-three-day injuries are not subject to RIDDOR reporting but a record of them must be kept in the accident book. All incidents that might require RIDDOR notification should be escalated to the AP Manager and the senior leadership team immediately. RIDDOR reports should be made in person by the AP Manager by the designated lead for health and safety.

Fatal and specified incidents only should be made by calling the HSE RIDDOR Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm). All other reports should be made using the RIDDOR online reporting facility on the HSE website at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor).

Records/copies of RIDDOR reports must be saved by the person making the report and kept with the accident book.

The provision understands from HSE guidance that injuries to pupils and visitors who are involved in an accident at the provision or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity or

- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

When an incident is reported using RIDDOR's online form, pupils should be entered as members of the public unless they are on a recognised work experience or training scheme.

In addition to the above, the school understands that it is also required to report any work-related deaths and certain injuries that take place to self-employed people while they are working at the premises. This includes contractors.

#### Review and Investigation

All accidents and incidents that occur in this provision will be investigated by a responsible person to ascertain the exact circumstances and the root causes. Lessons should be learnt and recommendations from accident investigations included in future safety procedures, risk assessments and standard operating procedures as appropriate. All investigations will be conducted in collaboration with staff health and safety representatives.

Accident records will be reviewed regularly by the Headteacher, the senior management team health and safety representatives, to ascertain the nature of incidents that have occurred in the school and whether there are any trends, patterns or identifiable outstanding risks. This review will be in addition to an individual investigation of the circumstances surrounding particular incidents.

## **6. MONITORING ARRANGEMENTS**

This policy will be reviewed by the AP Manager every year.

At every review, the policy will be approved by the company director.

## **7. LINKS WITH OTHER POLICIES**

This first aid policy is linked to the:

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions