1. Scope
This policy applies to all staff at Expanse Learning.

2. Accident Recording and Reporting
Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations1995 (RIDDOR) organisations have a duty to report and investigate certain prescribed accidents, dangerous occurrences and incidents of ill health to the Health and Safety Executive.

Expanse Learning's Policy is that accidents and incidents involving employees, students and members of the public should be reported to the Health Safety Team within 48 hours of the incident to allow for effective investigation and reporting through RIDDOR.

Deaths and Major Injuries must be reported to Expanse Learning by the 'fastest possible means'.
Therefore, more serious incidents should immediately be notified to the Corporate Services Team (HSW Alistair Atkinson) by telephone.

Tel: 01942 877715

3. Reporting Procedure
- Expanse Learning – Accident/Incident Reporting Procedure (Schedule 1)
- Expanse Learning – Accident/Incident Reporting Flowchart (Schedule 2)

4. Near Misses
Historically near misses have been under reported. Yet near misses are merely an event when, by good fortune, there was no injury to any person or any damage to property. By staff reporting near misses:
- Expanse Learning have an opportunity to put actions or procedures into place that could reduce the likelihood of a serious accident/incident occurring
- It allows trends to be identified, and perhaps a strategic response developed.

5. Accident Investigation
The purposes of accident/incident investigations are to identify the immediate and underlying causes of an accident/incident and improve the health and safety management system to prevent a recurrence, reduce financial losses and improve legal compliance. For these purposes to be achieved, Expanse Learning must capture the appropriate data, reach reasonable conclusions based on reliable evidence and be able to implement the necessary improvements.

The process of accident/incident reporting and investigation is the clearest opportunity for Expanse Learning to learn what errors they are making in their health and safety management arrangements and to address them. Moreover, if the outcome of the accident/incident investigation is incorporated into risk assessment activities, advantage can be taken of that process to reduce the potential for reoccurrence as far as is reasonably practicable.

Not all unplanned or uncontrolled events need to be investigated to the same extent, but those with the potential to cause significant harm or financial loss require management investigation regardless of whether anyone was injured or not. While many incidents can be investigated by the immediate line manager, more serious incidents should be conducted by the Corporate Services Team (HSW).

Involving senior staff in the investigation of significant events is a practical demonstration of their commitment to promoting a positive health and safety culture.

Expanse Learning will determine how best to collect information about accidents/incidents and work-related violence. All reports should be sent to the Corporate Services Team (HSW) who will:

- o Provide advice
- o Investigate serious incidents
- o Keep records (DatabridgeMIS)
- o Analyse them for trends and generate statistics
- o Determine whether to inform the enforcing authorities, undertake relevant reporting and manage any contact between the Expanse Group and enforcing authorities.

Cases of suspected work-related ill health must be referred to the Occupational Health Service for investigation and reported to the Health and Safety Team.

6. Process of Accident/Incident Investigation

Level of Investigation

The level of investigation will clearly vary depending on the severity of the accident/incident (or the likely consequences in the event of a near miss). To assist managers in deciding the degree of investigation the following levels provide guidance:

- o Level 1 – a minor accident with minimal consequences or implications – a simple investigation conducted by a manager
- o Level 2 – a more serious accident that requires a proper investigation but can be accomplished by a manager
- o Level 3 – a serious accident, probably with reportable injuries – conducted by the Corporate Services Team (HSW) but may include other assistance (e.g. Director)
- o Level 4 – an accident with life threatening or fatal injuries – investigation very likely to be led by the directors of the Expanse Learning. Could also be a high potential accident or near miss for which a structured Inquiry may be required.

7. Investigation Detail

Whilst the depth of the investigation will vary according to the circumstances, it must always include a description of events leading up to the accident/incident, and consider the following points:

- o The immediate and underlying causes of the accident/incident (unsafe acts/conditions and individual/job factors)
- o Lack of control (i.e. non-compliance with standards, insufficient or inadequate systems of work, for example, breaches of statutory requirements or local working instructions)
- o Other hazards or weakness in procedure which, though not contributing to the accident/incident itself, have been revealed during the investigation process
- o recommended actions to reduce the likelihood of any recurrence.

At the end of an investigation Expanse Learning should know:

- o The way things were and how they came to be that way
- o What happened and the sequence of events that led to a particular outcome?
- o Why things happened as they did
- o Action needed to avoid a repetition.

8. Staff Sickness Absence Management and Investigation

It is also important for Expanse Learning to manage staff sickness absence. A policy on managing absence is in place and staff absences are recorded and monitored (trends via DatabridgeMIS).

Instances of work-related ill-health should be reported to the Corporate Services Team (HSW) using DatabridgeMIS (See appendix 3). In the same way as accident, cases of work-related ill health should be investigated and control measures put in place to prevent recurrence.

If in doubt – Phone the Corporate Services Team (HSW) for advice

HSM Alistair Atkinson
Alistair.atkinson@expansegroup.co.uk
01942877715 or 07772626566

Further Guidance
• DatabridgeMIS (Schedule 3)

9. Monitoring arrangements
This policy will be reviewed every 12 months but can be revised as needed.

Impact of non-compliance for:	
Staff:	Disciplinary action, prosecution
Student:	Not applicable
Legislation/organisational:	Reputational damage, litigation, statutory and non-regulated compliance. prosecution
Compliance lead:	Corporate Services (Corporate Services)
Policy Reference:	ELGR-HSW-006
Version:	3
Agreed policy location:	DatabridgeMIS
Does the policy require Governor approval?	No

Approval

Prepared by	*Approved by*	*Counter Signatory*
Scott Roberts (Assoc. CIPD)	Tony Brown	Richard King
11/11/2019	11/11/2019	11/11/2019
Head of Corporate Services	CEO	Director of Schools & Pre 16 Education

Version Control

Version	Date	Revision	Review Date
1	01/08/2018	First Issue	01/09/2019
2	01/08/2019	Policy Reviewed	01/08/2020
3	11/11/2019	Policy reviewed and transferred to 2019/20 policy template. Policy has been made into an organisation wide policy. DatabridgeMIS referencing has been inserted into the policy.	10/11/2020
4			
5			

Appendix 1 - Schedule 1

Accident/Incident Reporting Procedure

1. DatabridgeMIS (Event Name: Accident) should be used, this will automatically notify the Corporate Services Team (HSW)
2. All work-related health problems must be reported using DatabridgeMIS (Event Name: Accident), e.g. musculoskeletal injuries from manual handling or work with computers.
3. All serious near-miss incidents where no one was injured (but could have been) must be reported using DatabridgeMIS (Event Name: Accident).
4. If an employee wishes to supply a copy to their Trades Union Safety Representative, they can then do so. It must be attached to the event entry within DatabridgeMIS.
5. In order to ensure that Expanse Learning does not breach the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), every incident/accident/dangerous occurrence/work-related disease report **must** be received by the Health and Safety Executive within the 10-day statutory reporting period for accidents/incidents. Also, any students, funded by the Education & Skills Funding Agency (ESFA), whose accident or incident requires to be reported under RIDDOR must also be reported to the ESFA via a Learner Incident Record (LIR).
6. All serious incidents must be reported to the Corporate Services Team (HSW) on the day (or as soon after as possible) by telephone in the first instance. This includes **incidents affecting employees**, such as:
   o Fractures,
   o Amputation,
   o Dislocation,
   o Eye injury,
   o Loss of sight,
   o Severe electric shock,
   o Loss of consciousness,
   o Severe acute illness related to work,
   o Any accident causing inability to carry out normal work for more than 3 days.
7. All **work-related incidents affecting non-employees/students** which result in them being taken directly to hospital/minor injuries unit from the scene, this includes sports incidents during taught sessions, must be reported to the Corporate Services Team (HSW) on the day (or as soon after as possible) by telephone in the first instance.
8. All **dangerous occurrences** must be reported to the Corporate Services Team (HSW) on the day (or as soon after as possible) by telephone in the first instance. This includes:
   o Fire/explosion,
   o Contact with overhead power lines,
   o Accidental release of a dangerous substance likely to cause harm,
   o Collapse of part or all of a structure/scaffold/lifting equipment,
   o Overturning or dramatic failure of large equipment/machinery,
   o Road traffic/vehicle accidents at work.
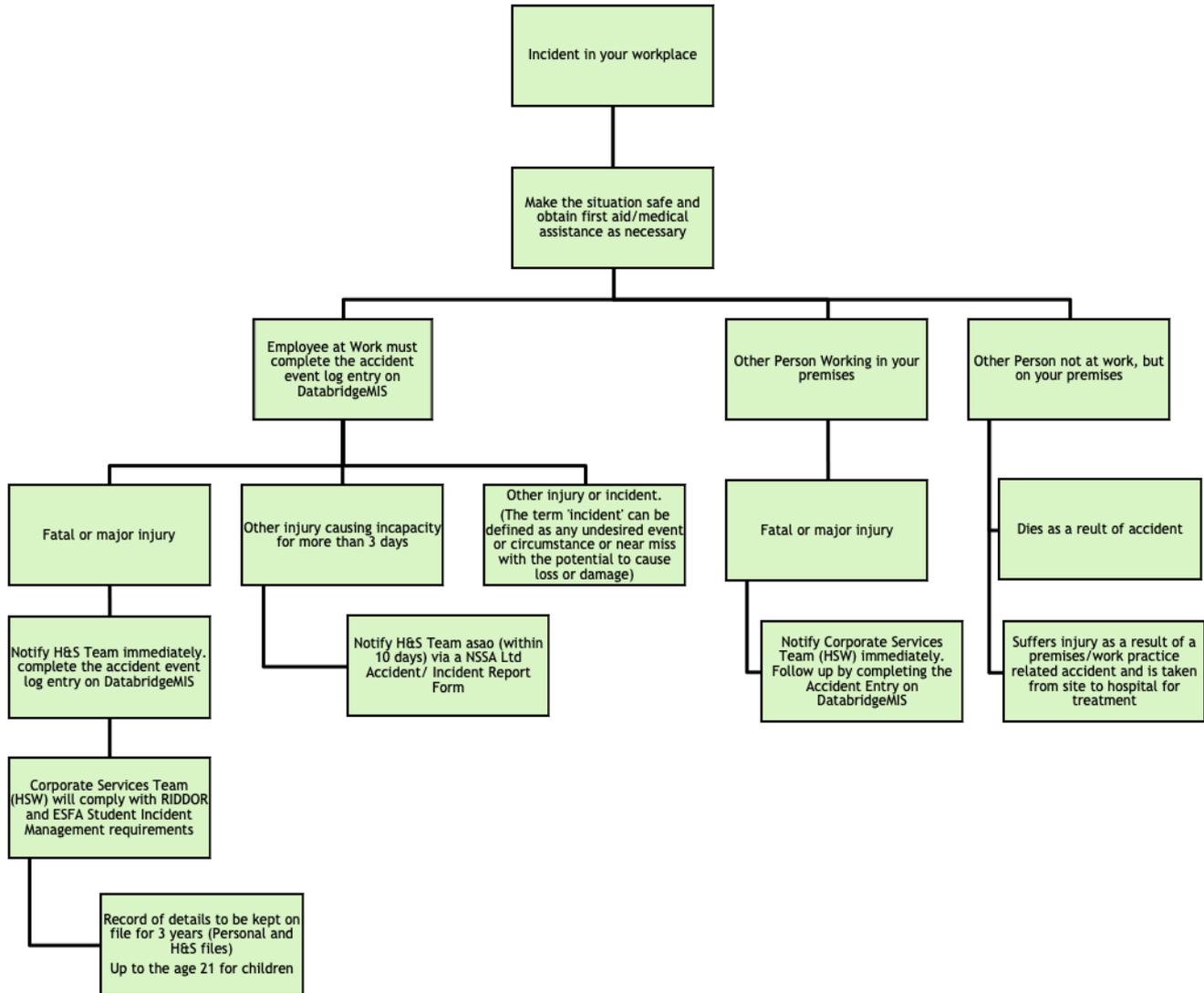9. **IF IN DOUBT – PHONE THE HEALTH AND SAFETY TEAM FOR ADVICE**
   HSM
   Alistair Atkinson
   Alistair.atkinson@expansegroup.co.uk
   01942877715 or 07772626566

Appendix 2 - Schedule 2 - Accident/ Near Miss/ Occ. Ill Health Report Aide Memoire

```
                          ┌─────────────────────────┐
                          │  Incident in your         │
                          │  workplace                │
                          └───────────┬─────────────┘
                                      │
                          ┌───────────┴─────────────┐
                          │  Make the situation safe  │
                          │  and obtain first aid/    │
                          │  medical assistance as    │
                          │  necessary                │
                          └───────────┬─────────────┘
```

Employee at Work must complete the accident event log entry on DatabridgeMIS

- **Fatal or major injury**
  - Notify H&S Team immediately. complete the accident event log entry on DatabridgeMIS
    - Corporate Services Team (HSW) will comply with RIDDOR and ESFA Student Incident Management requirements
      - Record of details to be kept on file for 3 years (Personal and H&S files)
        Up to the age 21 for children

- **Other injury causing incapacity for more than 3 days**
  - Notify H&S Team asao (within 10 days) via a NSSA Ltd Accident/ Incident Report Form

- **Other injury or incident.**
  (The term 'incident' can be defined as any undesired event or circumstance or near miss with the potential to cause loss or damage)

Other Person Working in your premises

- **Fatal or major injury**
  - Notify Corporate Services Team (HSW) immediately. Follow up by completing the Accident Entry on DatabridgeMIS

Other Person not at work, but on your premises

- **Dies as a reult of accident**
  - Suffers injury as a result of a premises/work practice related accident and is taken from site to hospital for treatment

Appendix 3 - Schedule 3 – Accidents and incidents shall be reported using complete the accident event log entry on DatabridgeMIS

Main Details - -- Not Selected -- - 0

Site	Expanse Learning Schools	Stu. Status	Current Student (On Roll)		
Category	(H&S) - Accident (Student)	Student	-- Not Selected --	Staff	Doe, John ()
Date	12-11-2019	Time	10:33	Location	-- Not Selected --
Duration (Mins)	0	Externally Reported	☐		

Others Involved   Add   Reset   Documents   Choose file   No file chosen   Add   Reset

Details

Send Message To

Add Recipient

The following will be mailed automatically: Alistair Atkinson

---

Part 1a - Details

Type of Accident:	--Select--	Status:	--Select--

Programme:

Programme Address:

Description of how the incident occured:

Was medical treatment required?	--Select--	First Aider details (name and contact number)	

Injuries sustained, ill health or adverse effect:

Did the accident occur during work placement / experience?   ☐

Was there anybody else involved?   ☐

Was there any witnesses?   ☐

Was the police involved?   ☐

Was the accident reportable under RIDDOR?   ☐

Did the student miss any days of education?   ☐

Part 2a - Work Placement / Experience Details

Employer Name:		Address:	
		Telephone Number:		Contact Name:	
Job title:		email address:	

Part 2b - Name, address and telephone numbers of any other persons involved

Person 1:		Person 2:		Person 3:		Person 4:	

Part 2c - Name, address and telephone numbers of any Witnesses

Witness 1:		Witness 2:		Witness 3:		Witness 4:	

Part 2d - Police Information

Station:		PC Name:		PC Number:		Log Number:	

Part 2g - Person completing parts 2

Name:		Job Title:		Date:	

Part 2g - Person completing parts 2

Name: _____   Job Title: _____   Date: _____

Part 3 - To be completed by Line Manager / Corporate Services Team

Review of specific circumstances (How the accident resulted): _____

What happened following the accident: --Select--   If other please specify: _____

Immediate Cause: (The most obvious reason why an adverse event happens, e.g. the guard is missing; the student slips etc. There may be several immediate causes identified in any one adverse event) _____

Root Cause: (An initiating event or failing from which all other causes or failings spring. Root causes are generally management, planning or organisational failings.) _____

Underlying Cause: _____

Risk Control Measures: (Are the precautions put in place to reduce the risk to a tolerable level?) _____
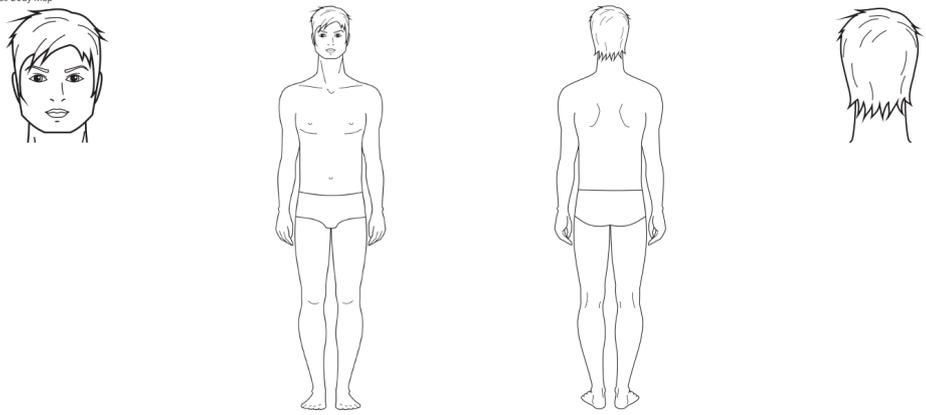
Describe the current control measures: _____

Summary of improvements to raise standards (key actions to address underlying factors): _____

Declaration

Print Name: --Select--   Telephone Number: _____   Date: _____

Body Map

☑ Has Body Map

Body Map Notes

Please comment on: SIZE, COLOUR & SHAPE