

Accidents Policy

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Regulations and Standards:

The Children's Homes Regulations 2015:

- Regulation 12 – The protection of children standard.
- Regulation 40 – Notification of a serious event.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

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1. Definition of Accident:

An accident is an unplanned event that results in injury or ill health to people as well as damage to property, plant, and equipment where there was a risk of harm. This includes what are known as 'dangerous occurrences' or 'near misses'.

Most accidents have the potential to cause both property damage and personal injury but not always both. All accidents need to be reported to enable HND Children's Care Ltd to take appropriate action to prevent a recurrence. To this end the following procedures need to be adhered to by all involved.

2. Accident Reporting:



2.1 All Accidents:

All accidents must be recorded / reported in the accident book and in children's daily records. If First Aid is given it will be necessary to record it elsewhere, see 'First Aid, Home Remedies and Medication Policy'.

If the accident is minor, the HND Children's Care Ltd homes manager must investigate the incident and initiate control measures and risk assess to determine the possibility of repeat accidents.

If the accident is more serious, it will be necessary to record / report it as set out in the following sections.

2.2 Reportable Accidents and Incidents:

These are any accidents or incidents that fall between 'Minor' and Health & Safety Executive (HSE) reportable (see Section 2.3: Serious Reportable or Notifiable Events/Incidents). For example:

- An injury to a person that results in them being unable to carry out their normal duties for up to two days.
- An injury that required hospital treatment, but the person was not kept in hospital for more than 24hrs.
- Any accident involving a young person that requires hospital treatment. In the case of these accidents:
 - The records must be in the accident book and an accident report completed.
 - The homes manager must be informed and should conduct a Risk Assessment

2.3 Serious Reportable or Notifiable Events / Incidents:

These are accidents and incidents that are serious and are reportable or notifiable (for notifications procedure see Section 2.4: Notifications) Three-day reportable accidents. Where a person is absent from work or is unable to carry out their normal duties for three or more days following the accident (including an act of physical violence). The day of the accident is not included but weekends shift breaks, and holidays are to be included in the calculation. Death or major injury. A child, employee or self-employed person working on the premises is killed or suffers a major injury (including as a result of physical violence), or a member of the public including a young person is killed or taken to hospital.

Major injuries are:

- Fracture other than to fingers, thumbs, or toes
- Amputation
- Dislocation of the shoulder, hip, knee, or spine



- Loss of sight (temporary or permanent)
- Chemical or hot metal burn to the eye or any penetrating injury to the eye
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.
- Any other injury: leading to hypothermia, heat-induced illness, or unconsciousness; or requiring resuscitation or requiring admittance to hospital; for more than 24 hours.
- Unconsciousness caused by asphyxia or exposure to harmful substances or biological agents.
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin.
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or toxins or infected material.
- Serious or persistent self-harming or attempted suicide by a Child (see Self Harming Procedure).

Specified diseases:

If a doctor notifies you that your employee, visitor, or child suffers from a reportable work-related disease then you must report it to the enforcing authority.

Examples of reportable diseases include:

- Certain poisonings
- Some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis / acne.
- Lung disease including occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma.
- Infections such as: leptospirosis, hepatitis, tuberculosis, anthrax, legionellosis, tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

For further guidance on reportable diseases refer to the Health & Safety Executive

Website. **Dangerous Occurrence:**

If something happens involving an employee, self-employed person, visitor, or young person which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence, which must be reported immediately to the enforcing authority.

Reportable dangerous incidents include:

- Collapse, overturning or failure of load bearing parts of lifts and lifting equipment.
- Electrical short circuit or overload causing fire or explosion.
- Any unintentional explosion, misfire, failure of demolition to cause the intended collapse. Projection of material beyond a site boundary, injury caused by an explosion.
- Unintended collapse of any building or structure under construction, alteration, or



demolition where over 5 Tonnes of material falls, a wall or floor in a place of work.

- Explosion or fire causing suspension of work for over 24 hours.
- Accidental release of any substance which may damage health.

A full definitive list can be found on the HSE website.

2.4 Notifications:

Reports must be made initially to the RI, who will be responsible for notifying other senior managers and the following people / agencies:

- The Placing Authority / Social Worker (if a Child is affected).
- Regulatory Authority.
- Health & Safety Executive.
- Health Authority where the home is located.

End.