



Health & Safety Accident Investigation Policy

January 2019

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This document is issued and controlled by the Director of Quality and Curriculum and can only be modified after proposed modifications have been accepted by the Company Directors.
The latest version will be maintained on the company S:Drive under Policies and Procedures

Scope

Skills4 is committed to providing an environment which is as healthy and as safe as possible for its staff, learners and visitors. However, accidents and incidents do happen and there is a statutory requirement to report all serious accidents, dangerous occurrences and instances of occupational ill health to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Accidents/Incidents will be investigated by Skills4 to determine the hazards that should be corrected. The same principles will be applied to a quick inquiry of a minor incident and to the more formal investigation of a serious event.

Purpose

Skills4 has a duty to investigate and report all accidents to its Insurer. All accidents must be reported for monitoring and investigation, to ensure that procedures are in place to prevent, as far as possible, similar accidents happening.

General Statement of Intent

The term "accident" can be defined as an unplanned event that interrupts the completion of an activity, and that may (or may not) include injury or property damage.

An incident usually refers to an unexpected event that did not cause injury or damage this time but had the potential. "Near miss" or "dangerous occurrences" are also terms for an event that could have caused harm but did not.

Skills4 will monitor and act upon any harm to staff, learners and visitors to the extent that they could reasonably be expected to do so and/or where the harm could affect the quality of the learning experience. Harm includes (but is not limited to) other incidents that cause absence for any learning, any loss to the Learner of any physical or mental faculty or any disfigurement, incident or bullying and harassment.

It is essential that the investigation team is either led by, or reports directly to the Director of Quality and Curriculum who has the authority to make decisions and act on recommendations.

The urgency of an investigation will depend on the magnitude and immediacy of the risk involved (e.g. a major accident involving an everyday job will need to be investigated quickly).

Adverse events should be investigated and analysed as soon as possible. An investigation will involve an analysis of all the information available, physical (the scene of the incident), verbal (the accounts of witnesses) and written (risk assessments, procedures, instructions, job guides etc), to identify what went wrong and determine what steps must be taken to prevent the adverse event from happening again.

Apprenticeship

It is essential that the employer/apprentice inform Skills4 of any accident/incident that has occurred. Employers must follow and report accident following RIDDOR Regulations. Skills4 management, employers and the workforce must be fully involve in the investigation (the size of the business may include supervisors, line managers, health and safety

professionals, union safety representatives, employee representatives and senior management/ directors).

Learners

It is essential that all learners inform Skills4 of any accident/incident that has occurred. Skills4 must be fully involved in the investigation.

Steps to take following an adverse event

The Director of Quality and Curriculum must be contacted immediately by email, telephone or if this is not possible by fax within one working day to allow them the opportunity to dispatch the appropriate person to investigate the accident if appropriate. Managers are to be informed immediately or as soon as practicable following the accident.

Details of all accidents and incidents must be recorded via the accident recording system. First Aid or medical treatment must not be delayed in order to complete the paperwork.

Skills4 will carry out the investigation, reporting all statutory notification of the accident to the HSE under RIDDOR in line with Regulations and investigate or assess the circumstances of all accidents/incidents within the scope of RIDDOR, following HSE guidance 'Investigate accidents and incidents'. Skills4 will only use persons competent to investigate/ assess learner incidents with a view to identifying the cause of any accident/incident and the lessons to be learned.

There is a statutory time limit on the reporting of accidents to the HSE and Skills4 could face prosecution if the report is not forwarded in time. Similarly, Skills4's Insurers will be notified.

What should be reported?

All accidents and incidents, whether or not injury or damage results should be reported in respect of all employees, volunteers, visitors, contractors, service users and members of the public affected by Skill4's property:

- Dangerous occurrences.
- Damage, i.e. an incident that has resulted in damage or destruction of property, vehicles or goods.
- Near Miss, i.e. an incident which could have resulted in any of the above.
- Ill health which could have been caused or aggravated by work.
- Violent, Aggressive, or Threatening Behaviour (VATB) – Any incident, verbal or physical, in which a person is abused, threatened or assaulted, in circumstances related to their work for Skills4.

Immediate Management Action Following a Serious or Fatal Accident

Where the injuries received result in the death of an employee or member of the public, the following additional people should be notified:

- Director of Quality and Curriculum if not previously notified.
- Managing directors.
- The Police.
- Skills4 Insurers.

Follow-up Action

Statements from witnesses to the accident and other relevant persons must be taken as soon as possible while details are fresh in the witness's mind. Accident & Investigation must be carried out immediately, by the Senior Manager present or persons nominated by him/her.

Skills4 will carry out an on-site investigation in conjunction with other investigators as considered necessary. A report will be circulated to the appropriate Directors. A senior person from the Skills4 solicitors will also attend any subsequent inquest and/or legal proceedings. Initial contact from the media must be referred to the Director of Quality and Curriculum. If more detailed information is requested thereafter, no comments should be made without prior approval.

Within 10 working days of the accident or incident all relevant documents should be referred to the Director of Quality and Curriculum. At a minimum these will be copies of:

- Accident forms.
- Maintenance and inspection records of location and equipment for 12 months prior to accident.
- Risk Assessments carried out relevant to task/equipment/site for 12 months pr-accident.
- Health and Safety records e.g. under the Control of Substances Hazardous to Health (COSHH)
- Post-accident risk assessment.
- Any document relevant to any material issues between Skills4 and the parties to the incident/accident e.g. contracts; works orders and correspondence pre-dating the accident.

The company will review this statement and regularly monitor it to ensure that its objectives are still valid, being achieved, and where necessary, will be revised to take into account legislative or organisational changes.

This policy will apply to all companies, premises and operations for which the company has responsibility.