

Wellingtonia Accidents and Incidents Policy



Approved by	Anna Davies/Steve Butler
Reviewed on	09.03.23
To be reviewed by	09.03.24

Wellingtonia Accidents and Incidents Policy

Legislative framework and guidance:

Regulation 10: The health and well-being standard.

Regulation 12: The protection of Children Standard.

Outcome:

- Staff are able to deal effectively and quickly with accidents.
- Staff are able to deal effectively with incidents.

Accident Definition:

An accident is an unplanned event that results in injury or ill health to an individual, this includes any injury caused by self harm.

Incident Definition:

An incident is deemed as a more serious event which has affected a young person at Overley Hall, such as: being attacked by another young person, significantly damaging property, being physically aggressive to a member of staff.

Registered Managers Responsibilities:

The Manager must:

- Be aware of accident hotspots and share these with staff
- Be aware of how to avoid accidents and share this with staff
- Maintain young peoples working files to support the prevention of accidents and incidents.
- Ensure staff are regularly trained and supervised to ensure a good understanding of how to manage accidents or incidents.
- To ensure Accidents are documented and reviewed to ensure risk assessment are updated and accident / incident hotspots are addressed.
- Regularly update and review the Location Risk Assessment if a new risk area is identified.

Staff Responsibilities:

- Be aware of accident hotspots and to recognise new issues and report them.
- Be aware of how to avoid accidents / incidents
- Read and sign young people's working files to support the prevention of accidents and incidents.
- Attend regular training and supervision, highlighting potential gaps in knowledge to you Team Leader supervisor.
- Document Accidents and Incidents as shown in induction.

Reporting staff accidents at work:

Reportable Accidents and Incidents:

These are any accidents or incidents that fall between 'Minor' and Health & Safety Executive (HSE) reportable.

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 24 hours;

In the case of these accidents:

- An accident report must be completed.
- The Manager must be informed and should conduct a Risk Assessment if deemed necessary.

Serious Reportable or Notifiable Events/Incidents:

Over-Seven-Day Injuries:

As of 6 April 2012, the over-three-day reporting requirement for people injured at work changed to more than seven days. Now it is a requirement to report injuries that lead to an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days). The report must be made within 15 days of the accident.

Reporting Young People's accidents:

All accidents must be reported to the Registered Manager and an accident form completed. The Registered Manager will review all accidents to identify any patterns and areas of concern.

Notifications of more serious accidents and incidents are the responsibility of the Registered Manager or the Head of Care, Deputy Manager or On-call in their absence. They will be responsible for sending a Regulation 40 notification of all serious illnesses, incidences and injuries notifying all relevant parties. If a child/young person accommodated in the Home dies, the registered person must, without delay, notify:

1. HMCi
2. the Placing Authority
3. the Secretary of State
4. if different from the placing authority, the local authority in whose area the Home is situated
5. the clinical commissioning group (as defined in section 14D of the National Health Service Act 2006(b)) for the area in which the Home is situated
6. any other relevant person. In the event of any other serious, reportable or notifiable events or incidents the Manager will notify other senior managers and the following people/agencies:
 - The Placing Authority/Social Worker (if a child/young person is affected)
 - Regulatory Authority
 - Health & Safety Executive Website
 - Health Authority where the Home is located
 - Head of Service/Director responsible for Health & Safety