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| **POLICY** | **Accident Policy and Procedure for Reporting** |
| **SETTING** | **OVERTON PLAYCENTRE** |
| **AIMS** | To maintain the safety of all children, staff, volunteers, parents and carers within Overton Playcentre there is a clear process put in place to report accidents, incidents or near misses for immediate action and to help track causes. We have a duty to identify what needs to be reported, to whom it is to be reported, and how to report it. This policy is written in accordance with the Health and Safety at Work Act 1974 and HSE guidance for safe practices. |
| **Objectives, Statements and Procedures** | **Any accident, incident, or "near miss," no matter how slight the injury or damage, must be reported to the manager/health and safety officer immediately for appropriate action.**  **The manager and health and safety officer are responsible for taking appropriate follow-up action, including getting medical attention for the injured, completing an incident report and recommending or implementing appropriate corrective actions*.***  Overton Playcentre is a non-profit charitable organisation managed by a committee; as such it is the responsibility of the committee to vigilantly protect the safety of staff, children and all service users. Staff and unpaid volunteers should be encouraged to report any unsafe conditions right away.  The primary purpose of the accident investigation is to identify the cause(s) of the accident, incident or "near miss" and take action to prevent a similar occurrence in the future. In some instances, an employee's or volunteer's failure to follow recognized safety procedures may require disciplinary action to protect co-workers.  **One person's actions can jeopardize the safety of others in the workplace.**  **Definition of accident/near miss**  **Accident:-** "any unplanned event that results in personal injury or damage to property, equipment.  **Near-miss:-** "an unplanned event which does not cause injury or damage, but could have done so." Examples include: items falling near to personnel, incidents involving equipment.  **Accident Book**  All accidents must be recorded in the accident book.  These accident books will be reviewed regularly by the nominated health and officer to ascertain the nature of incidents which have occurred in the workplace. This review will be in addition to an individual investigation of the circumstances surrounding each incident.  All near-misses must be reported to the health and safety officer, as soon as possible so that action can be taken to investigate the causes and to prevent recurrence. Reporting Procedure: Employees  * All accidents must be entered in the appropriate accident book either by the injured person or, if this is not practical, someone else present at the time. * An accident report form (form 1 attached) is also to be completed by the same person who should then give the form to the Playcentre manager. * The Playcentre manager must then:  1. Note that the accident has occurred. 2. Ensure that the accident book has been correctly and fully completed. 3. Immediately pass the accident report form to the health and   safety officer.   * The health and safety officer will then:  1. Complete Part 2 (attached) of the accident report form, recording the findings of the subsequent investigation. 2. Discuss the accident with the committee where necessary. 3. Discuss and implement disciplinary proceedings with the Playcentre manager where necessary.  * The Chair of the committee/Registered person will then: * Ensure, so far as reasonably practical, that proper action is taken to help prevent the accident being repeated.   Any non-employee who experiences an accident or near-miss incident whilst on the premises must report the incident immediately to the Playcentre manager or senior staff member in her absence. All injuries must be reported in the accident book, however minor. Visitors and contractors who are unable to enter their account into the book must arrange for another person to make an entry on their behalf. Visitors and contractors should also notify their own employer where applicable. Reporting Procedure - Damage / Theft All accidents / incidents which result in the loss or damage of personal belongings, Playcentre equipment but not necessarily personal injury must be reported to the manager immeditaley.  Where this incident results in any injury to a third party the Playcentre manager must be informed immediately, as it may be necessary to report the incident by telephone to the Health and Safety officer. Safe System of Work All incidents and near-miss incidents must be reported, however minor. To achieve this the following procedure should be adopted.   1. Ensure the appropriate report form is completed and forwarded to the health and safety officer. 2. Obtain treatment for any injury from a first-aider or the local hospital. 3. Ensure that the area is made safe and poses no risk to other personnel 4. Enter details in the accident book. 5. Keep the committee informed of any after-effects, including periods of incapacity for work.   **Incidents and accidents involving children at the Playcentre:**  Overton Playcentre committee and staff are committed to promoting good health and to dealing efficiently and effectively with illnesses and emergencies that may arise and relate to both children and staff.  We request that parents/carers sign their Child Medical Record consent form to give permission for their child to receive treatment in the event of accident, illness, incident or emergency at the setting and in the event of a major incident for the child to be removed to hospital.  Overton Playcentre staff are all trained in first-aid to ensure that there will always be a staff trained staff member present during the sessions and holiday clubs. We have a fully stocked first aid box located in the kitchen cupboard and access is available for both staff and visitors.  All accidents, incidents, illnesses and emergencies will be recorded in detail in the form of an incident form and kept in the accident book for parents/carers to read and sign and have a copy.  **Minor Accident. Illness or Incident or Emergency.**   * A first aider will make an appropriate decision on any action or non-action required. If the child does not need hospital treatment the child will be treated at Overton Playcentre, may be returned to activities but be kept under supervision for the remainder of the session. * The event will be logged in the accident book/incident form for the parent/carer to sign with details of any treatment given. * If the injury/illness is such that first aid treatment seems inappropriate but the condition does not warrant hospitalisation, the parent/carer will be contacted immediately and asked to collect their child. Until they arrive, the child will be kept under supervision and as comfortable as possible. The event will be logged in the accident book/incident form for parent/carer to sign.   **All accidents, incidents, illnesses and emergencies will be recorded in detail in the accident book for the parents to read and sign and have a copy.**  **Major Accident, Illness or Incident Emergency.**   * A first aider will make an appropriate decision on any action or non-action required. He/she will assess whether the child needs to go straight to hospital or whether they can safely wait for their parent/carer to arrive. * If the child needs to go to hospital, an ambulance will be called and the parent/carer will be contacted. A member of staff will accompany the child to hospital and will consent to medical treatment being given **only if the Childs Emergency Medical Record consent form has** **been completed and signed by the parent/ Carer.** ( please refer to medical consent form and medication policy) * If the child does not need to go to hospital but needs to go home the parent/carer will be contacted to collect their child. * Serious accidents will be reported to Estyn and CSSIW. * All accidents, incidents, illnesses and emergencies will be recorded in detail in the accident book for the parents to read and sign and have a copy.                  .   **Staff have the right to refuse to administer any first aid.**  **Infectious & Communicable Diseases.**  If any infectious or communicable disease is detected on the  premises parents/carers will be informed and as much information as possible given, and if necessary, Estyn/CSSIW informed. Children who are known to be unwell by parents/carers should be kept away  until it is safe for them to return. (see attached incubation periods for infectious diseases)  **Head Lice**  When a case of head lice is discovered, it will be handled sensitively and safely. The child concerned will continue with activities but will be supervised. When the child concerned is collected their parent/carer will be informed in a sensitive manner. Other parents will be informed as quickly as possible.  All accidents, illnesses incidents & emergencies at Overton Playcentre will be treated with sensitivity and the appropriate level of confidentiality    It is the intent of Overton Playcentre to provide a safe environment for children, employees, and volunteers. It is also our intent to properly manage any incidents that occur so as to minimise injury and other forms of loss. In order for Overton Playcentre to achieve our goals, we have developed this workplace safety program outlining the policies and procedures regarding, children’s, employee and volunteer health and safety. Each and every individual must become familiar with the program, follow and enforce the procedures, and become an active participant in this workplace safety policy.  While the committee, nominated health and safety officer and Playcentre manager will be responsible for developing and organizing this policy.  **Its success will depend on the involvement of each employee and volunteer.** |
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