

Kingston Centre for Independent Living

Incident reporting

POLICY

ISSUE 1

REVISION STATUS

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INCIDENT REPORTING POLICY

We follow the guidelines of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013 (RIDDOR) and the Health & Safety Executive (HSE) for the reporting of accidents and incidents.

ACCIDENT AND INCIDENT PROCEDURES

**What is the difference between an accident and an incident?**

An accident is an unfortunate event or occurrence that happens unexpectedly and unintentionally, typically resulting in an injury.

An incident is an event or occurrence that is related to another person, typically resulting in an injury.

**Dealing with Accidents or Incidents**

We keep written records of all accidents, incidents or injuries together with any first aid treatment given. Any event, however minor, is recorded by completion of an “Accident/ Incident Report” and the procedure is the same for both types of events as follows:

* An Accident/ Incident Report is completed by the member of staff who witnessed the event.

The following information is recorded on the Accident/ Incident Report:

* Whether it is an accident or incident being reported.
* Full name of person who the accident or incident occurred to.
* Whether the person is an adult or child, if child include the child’s date of birth.
* Date of accident or incident.
* Time of accident or incident.
* Name and signature of person who dealt with the accident or incident.
* Description of accident or incident.
* Description of care given.
* Name of person who gave care (this should be a First Aid qualified member of staff).
* Description of injury (if applicable).
* Witness signature (only if witnessed).
* Signature of parent or carer if child or vulnerable adult.

If the accident/incident involves a child or vulnerable adult, it is then that member of staff’s responsibility to ensure that the parent or carer is informed, and the report is signed by that parent or carer on the day that the accident/incident occurred.

In the event of an Accident/ Incident Report not being signed by a parent or carer on the same day, the member of staff in charge of the session then has the overall responsibility to immediately inform the parent or carer by telephone of the accident or incident, making a note of the time and date of the call on the Accident/ Incident Report. The staff member in charge of the session must then ensure that the Accident/ Incident Report is signed by the parent or carer at the next possible opportunity.

**Dealing with Accidents to Staff, Volunteers or other adults involved in a KCIL activity**

The accident is recorded in the “Accident Book” by the adult who has had the accident or if this is not possible, by the First Aider on site.

The Accident Book is kept in a safe and secure place. It is regularly reviewed to identify any potential or actual hazards or any other issues that need to be addressed.

**Dealing with Incidents to Adults and Dangerous Occurrences**

We meet our legal requirements for the health and safety of all adults and children by following the RIDDOR guidelines and reporting any incidents and dangerous occurrences to the HSE (and any other appropriate professional bodies). An incident may be an event that causes injury or fatalities or an event that does not cause injury but could have done so, such as a gas leak. Any dangerous occurrence is recorded in our “Incident Book”. We have ready access to telephone numbers for emergency services should an incident occur.

**Incident Book**

We keep an “Incident Book” for recording all of the incidents and dangerous occurrences detailed below, including those that are reportable to the HSE as above. In the Incident Book, a member of the KCIL management team ensures that the date and time of the incident, the nature of the event, who was affected and how it was dealt with, is recorded. If the incident is reported to the police, we make a note of the crime reference number. Any follow up or insurance claim made is also recorded.

**Safeguarding**

Safeguarding issues are covered by [KCIL’s Safeguarding policy](https://kcil.org.uk/policies/).