

Lawnswood Campus



Accident Aggression and Near Misses

Review Date: July 2020

Please read

Governors as Management Board
Schools as PRUs

Signed by the Chair of the Management Board: Date:

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1. Purpose

Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995 and Social Security (Claims & Payments) Regulations 1979 requires that all injuries, diseases and dangerous occurrences are reported and the relevant authorities are notified. Failure to comply is a criminal offence. All incidents of aggression and near misses must be reported in the same way.

2. What is an injury, disease & dangerous occurrence, incident of aggression and near misses?

For the purpose of this Policy, all incidents (both RIDDOR and others) that involve staff, pupils, members of the public and others affected by the Council's activities.

3. Policy Statement

The Lawnswood Campus PRUs acknowledges the accident and reporting requirements of Wolverhampton City Council.

Staff shall be provided with information, instruction and training as appropriate to follow the correct procedures.

4. Risk Assessments

Generic Risk Assessments for the Lawnswood Campus PRUs have been completed and these can be found in the Risk Assessment file located in the office.

Accompanying this policy are the comprehensive Central Safety Units procedures for Accident/Aggression reporting.

5. Procedures

5.1 Forms to be completed

The IR1 form had been introduced to simplify the incident reporting process, meaning that only one form must be completed for each incident type.

All completed IR1 forms must be faxed directly to the Service Health and Safety Team within Site Development and Support (01902 554099). CYP H&S Officers will then determine whether further investigatory work is required and will undertake this where necessary.

It is imperative that all sections of the form are completed in full and signed by the Head of Centre.

IR1 forms should be forwarded within 48 hours of the incident occurring.

If the incident is reportable to RIDDOR the forms should be submitted along with a copy of the RIDDOR report **immediately**.

5.2 RIDDOR reportable incidents

Not all accidents are reportable under RIDDOR, however if the accident fits the following criteria then it may be.

Accidents to Employees

- Fatalities

- Major injury
- Over 3 Day injury

NB. We are responsible for reporting accidents to self-employed persons working on our premises. However, accidents to contractors, etc.... should be reported by their employer.

Accidents to Non-Employees

- Fatalities
- Accident victim has to go to hospital as a result of the accident.

5.3 Completed forms

After submitting the form to the Service Health and Safety team a copy must be retained in the Centre. A file is located in the office for this purpose. Forms should be filed in date order.

5.4 Staff Training

Lawnswood Campus staff receives updated advice and guidance on this policy on a regular basis.

5.5 Retention of records

IR1 forms must be retained for 3 years following the date of the last entry, it is recommended that RIDDOR reports are retained for six years following an incident

6. Review

Lawnswood Campus PRUs will monitor the effectiveness of this policy and will review, revise and republish as necessary.

Procedures for completing an IR1 form following all accidents, incidents of aggression and near misses

