



SOAR VALLEY MUSIC CENTRE POLICY DOCUMENT

ACCIDENT REPORTING POLICY

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1. General Policy Aims

Soar Valley Music Centre acknowledges that all accidents, regardless of their outcome, require investigation to determine corrective actions to prevent re-occurrence. To this end it is the responsibility of all employees, visitors and members of the public to adhere to this arrangement.

2. Introduction

This arrangement sets out the process and procedures to be followed for Accident situations.

Implementation of this arrangement will be through the normal channel of safety delegation within the Soar Valley Music Centre Health and Safety Policy and Organisation & Responsibilities arrangement.

Definition of terms (for the purpose of reporting): -

- Accident - An unplanned or unforeseen event resulting in ;-
 - Injury
 - Assault on a member of staff either physical or verbal
 - Damage to property
 - Neither injury nor damage (near miss)
 - Ill Health
- A health problem resulting from a work activity but not as the specific outcome from an accident.
- A work related ill health condition as diagnosed by a medical practitioner as being a notifiable disease

3. Reporting Procedures

Accident books, as required under the Social Security regulations, are kept in the office, to be accessible at all reasonable times.

In the event of an accident being notifiable under RIDDOR (see Para 4) the Head Technician and / or Lead First Aider should be informed immediately by telephone/mobile phone.

There are specific legal requirements to report and record various work place accidents and to carry out investigations within various time constraints.

3.1. Guidance notes for the completion of Accident report forms: -

For students and visitors all details of the person involved must be accurately completed. If a student is not available, details should be taken from their personal files.

For members of staff their details will be obtained from their personal files if required.

The details of the person administering the first aid should also be entered.

3.2. Accident time and place

The date and time of the accident should be recorded, with sufficient information to identify the precise location of the accident. A brief report of how the accident occurred should also be given here.

3.3. Injury suffered and Treatment given

If a medical diagnosis is available, enter this or the condition as observed
If first aid is administered the report of the treatment given should be detailed on the form.

3.7. Action to Prevent Recurrence

This section should be completed by the person filing in the report and this action should also be reported to the person who has responsibility for Health & Safety.
It should be taken into account that an investigation by the Health and Safety executive may concentrate on this area.

4. RIDDOR

Reporting of Incidents Disease and Dangerous Occurrence Regulations define the types of accidents and incidents along with the period for reporting to the Health and Safety Executive. It also stipulates the appointment of a competent person to liaise with the executive (Health & Safety Adviser)

Types of work related accidents are serious accidents. These would include:-

- Broken bones apart from fingers and toes, amputations, dislocations, blindness either temporary or permanent, unconsciousness and being detained in hospital for 24 hours or more.

These accidents require the notification to the HSE immediately. (By the Health & Safety Adviser)

An accident other than the above causing an employee to be absent from their normal employment for over 3 days is to be reported as soon as practicable but in any event within 10 days of the accident.

In addition to the above any work related accident to a visitor or student resulting in them being taken to hospital requires immediate notification to the HSE.