

ISP Group Accident Reporting and Near Miss Policy

Policy Owner: Group Head of Operational Risk

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RATIONALE

When an accident or injury occurs in the workplace/school, it is good practice to record the incident.

The Company defines an accident as:

“Any unplanned or unexpected event that has the potential to cause injury or property damage”.

It is recognised by the Company that injury or damage does not have to occur for an event to be classed as an accident.

The Accident Reporting and First Aid Procedures will help in reducing incidents in the workplace/school and reduce the risk of repetition.

POLICY SCOPE

This Policy covers all ISP schools and offices.

DEFINITIONS

Company - any premises that ISP or one of its subsidiaries carries out its daily business from, this includes but is not restricted to all schools and offices.

Major - Fractures other than to fingers, thumbs and toes, dislocation and any injury that requires an overnight stay in hospital

Serious - Any injury that requires treatment by an outside agency and is directly transferred to these by the school e.g. Hospital, Doctor, Dentist

Minor - Any Injury dealt with by the School - (Incl. Head Injuries) Parents/Carers should be informed through normal school procedures of any head injury.

Minor (Sent home by School) - As above but as a precaution student sent home.

REPORTING OR NOTIFICATION OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES

Local Regulations may impose duties on employers to report specified injuries, diseases and dangerous occurrences.

FIRST AID

In the event of injury or ill health at work, the Company will ensure that trained first aid personnel are available to provide treatment for employees, pupils and visitors at all reasonable times whilst the premises are in operation.

PROCEDURE

In the event of an accident, incident or near miss occurring to a pupil, employee, visitor or contractor whilst working at the ISP premises, it must be recorded on the online Accident

Reporting System (360) and if required by the resident Countries law in the appropriate medium.

INJURY REPORTING

- If a child has an accident, one member of staff should deal with this whilst the others continue to supervise the children. A first aider can be called upon if necessary. In the event of an accident to an employee or other adult, the person should seek the assistance of the first aider.
- Once first aid treatment has been provided, the medical officer must enter the relevant details into the accident book (if applicable) and onto the online system. The following information must be recorded in the accident book:
 - o full name and occupation/status e.g. student of injured person;
 - o date, time and place of accident;
 - o cause and nature of injury;

Once the entry has been made, the paper record must be kept as instructed under the law of the resident country and kept in a secure and confidential place for data protection purposes. The records must be kept for a period defined by the law of the resident country.

Where necessary, the relevant parent will be notified.

- an investigation of the accident will be instigated by the Senior Site Manager/Head of School to a level commensurate with the seriousness or potential seriousness of the accident.
- Subject to local legislation, in certain situations it may be necessary to report an incident or accident to the Local Enforcing Authority.

INCIDENTS/NEAR MISSES

- An incident can be defined as something that has happened which is not intended to do so. No injury or damage has to have occurred, i.e. a roof tile falling to the ground. It is important to notify Senior Site Managers of any incidents immediately.
- The person involved will complete the Fault Register and give it to their manager for action.
- The Departmental/Senior Manager will take appropriate action to ensure the area or equipment is made safe, and if this is not possible the area/equipment sealed off.

FORMS

Accident Report Form (360)

Illness Report Form (360)

APPENDIX

The following checklist gives a list of items which will be verified when checking out the safe operation of equipment.

Item	Check
Mains plug	Wired correctly, connections secure No bare wires or whiskers Outer insulation secure in cord grip Correct fuse rating for appliance No signs of overheating or scorching
Mains lead to appliance	No mechanical damage, cuts, No sharp kinks, twists or burn marks No taped joints
Extension lead	Check plug and mains lead as extension leads must not be used as permanent sockets
Multiple socket extension	Check plug and mains lead as above Check correct fuse
Equipment	Outer case: no mechanical damage no broken parts no cracks no burns or scorch marks no evidence of tampering no makeshift repairs no signs of wear or abuse
Switch ON	Verify correct