



## Accident and Incident Reporting and Investigation Policy

July 2018

Reviewed Aug 21

Review Date	Reviewed by	Date of next review
August 2023	Selina Hayes	August 2025

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## ACCIDENTS TO BE REPORTED VIA [BrightSafe](#)

### 1.0 Purpose

**1.1** The purpose of this procedure is to set out the process for the reporting of accidents and incidents, and to provide guidance on their investigation.

**1.2** The Trust, as an employer, has legal responsibilities to have effective arrangements in place to manage health & safety. Investigating the immediate and underlying causes of accidents and incidents and ensuring remedial action is taken will reduce the risk of a recurrence and the frequency of accidents.

**1.3** In addition to the above, the Trust has a duty under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) to report certain types of accidents and incidents to the enforcing authorities.

### 2.0 Scope

**2.1** All accidents/incidents to employees, learners, participants and contractors through the Trust activities/premises should be reported. It also includes accidents/incidents involving staff and participants on trips and work placements.

### 2.2 Definitions

**Accident/incident:** An unplanned and uncontrolled event or sequence of events that gives rise to injury or harm to the health of any person or causes damage to property or equipment.

**Near miss:** An unplanned and uncontrolled event that had the potential to cause injury or damage but through good fortune did not.

This policy does not cover theft.

### 3.0 Responsibility

#### 3.1 Session leaders/Managers

- If involving a participant, ensuring the Trust is advised of any serious accident/incident involving a participant. Report to Health and Safety Lead

*Health and Safety Lead: 01253 348 691 or [selina.hayes@bfctt.co.uk](mailto:selina.hayes@bfctt.co.uk)/[matt.hilton@bfctt.co.uk](mailto:matt.hilton@bfctt.co.uk)*

- Ensuring parents/next of kin are advised of any serious accident involving a participant or member of staff. Inform the Health and Safety Lead that parents have been contacted.

#### 3.2 Senior Leadership Team/Health and Safety Lead

- Ensuring all staff are made aware of the procedures for reporting accidents or incidents.
- Ensuring that any fatality, major injury or serious incident (e.g. fire) is reported immediately to the Health & Safety Lead
- Ensuring that all accidents/incidents (including near misses) to staff and participants, occurring at work or arising from a BFCCT activity are reported, investigated and recorded on the BFCCT accident/incident report form; and sent to H&S lead within 3 days

- Ensuring ALL staff are made aware that they will be expected to complete accident/incident report form if they are in charge at the time of the accident/incident. For accidents/incident that take place in school grounds, staff may need to complete the school's accident/incident report form
- Ensure any actions, resulting from investigation to prevent a recurrence, are completed
- Inform the Health and Safety Lead if any delayed absences occur after accident or of any update on injuries, sustained as a result of an accident, following visit to GP or hospital. See appendix 1 for guidance on completing the accident/incident report form.

### **3.3 Staff, learners, participants, and contractors**

- Reporting any accident/incident/near miss they have had or witnessed to a manager
- Assisting in any investigation
- Complete/assist in the completion of an accident/incident report form if they witness the event.

### **3.4 Health and safety lead**

- Provide training opportunities in health and safety. Health and Safety training can be accessed through E-Learning on [BrightSafe](#)
- Ensure up to date risk assessments and the review of risk assessments when required including following an accident/incident
- Keep a record of accidents/incidents
- Keep a record of first aiders and renewal dates
- Providing advice and assistance on accident/incident reporting and investigation
- Carrying out further investigations as deemed appropriate
- Carrying statutory reporting under RIDDOR
- Providing regular summary reports to the Chief Executive and Board of Trustees.

### **3.5 First aiders**

- Providing treatment to any casualties
- Completing the accident/incident report form with details of any treatment/advice provided and sending this to the health and safety lead

## **4.0 Procedure**

### **4.1 Accident /incident reporting and investigation procedure**

4.1.1 If an accident occurs the steps to take are as follows:

- If the accident is of a serious nature contact 999 immediately with clear details of address and the details of the injury/incident
- If the person requires treatment contact a first aider ensuring the individual and area are safe
- If there is an obvious cause that can be dealt with immediately and is safe to do so then take appropriate action e.g. clean the spillage
- Where possible find out what happened to the injured/involved person, if possible, any witnesses
- Report the accident through [BrightSafe](#)

- Where the accident/incident is serious/fatal the health and safety lead must be informed immediately and the Critical Incident policy and plan followed.

## **4.2 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)**

4.2.1 Certain types of accidents/incidents under RIDDOR must be reported to the Health and Safety Executive (HSE) within certain time periods.

4.2.2 Accidents/incidents reportable under RIDDOR require a more detailed investigation the health and safety lead and the management team. These include any fatalities, major injuries, over 7 days absence, dangerous occurrences and certain diseases. For full RIDDOR details go to [www.hse.gov.uk](http://www.hse.gov.uk).

## **5.0 Recording of accidents and incidents**

Complete an accident report on [BrightSafe](#).

The health and safety lead will review reported incidents/accidents and where necessary, action risk assessment reviews in line with patterns and trends.

Where an accident or incident has taken place and the individual involved is under 18 or needs care support you must complete the [Accident Note](#) form to be sent home to notify the parent, guardian or carer.

## **6.0 Reporting of safeguarding incidents**

Blackpool FC Community Trust have a duty to ensure the safety and welfare of all its participants and staff. All safeguarding concerns must be reported through the procedures in the Safeguarding Children and/or Safeguarding Adults at Risk policies.

Any safeguarding concerns must be reported to the Trust's Designated Safeguarding Officer (DSO) through [MyConcern](#) or contact Selina Hayes 07825817992.

## **7.0 Process of investigation**

Staff investigating any accident or incident will be given full access to the scene of the accident/incident and other part of the facility deemed necessary to carry out the investigation.

Investigating staff will also be given access to any necessary documentation in line with the Data Protection Act 1998 and General Data Protection Regulation (GDPR).

Staff involved in the investigation will include the Health and Safety Lead, Chief executive Officer and the Health and Safety representative from the Board of trustees. Where the accident/incident is serious the Health and Safety executive will also be involved in the investigation process.

BFCCT will, so far as reasonably practicable, implement any recommendations made as part of the investigation. In the event of action taking, staff will be fully involved and provided with the necessary information and training.

## **8.0 Reviewing this policy**

This policy will be reviewed annually and in the event of a serious incident/accident by the Health and Safety lead and the Chief Executive Officer. Any review of this policy will also include a review of risk assessments.

