



## **Trinity Safe Space Accident/Incident Policy**

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# Trinity Safe Space Accident/Incident Policy

## **RATIONALE**

An accident is an unplanned, uncontrolled event, which causes, or could cause injury, damage or loss. In most cases accidents can be avoided and it is our intentions to prevent as many as possible.

The Accident/Incident Policy enables the charity to meet the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

## **LEGAL DUTY**

The Trustees have a legal duty to:

- (i) Provide for the safety, health and welfare of the charity's community
- (ii) Provide a safe environment for any person who uses its services and premises
- (iii) Fulfil its legal duties as conferred under relevant statutory provisions
- (iv) Ensure that all incidents are reported to the Health and Safety Executive (HSE) where relevant
- (v) Operate this Policy in compliance with legislation preventing discrimination on grounds of an individual's gender, ethnic origin, sexual orientation, disability, age, religion or belief and with the duties placed on public bodies to promote race, gender and disability equality

## **PURPOSES**

The Policy is designed to:

- set out the procedures for reducing the risk, reporting, recording and investigating accidents, incidents and near misses in the charity
- provide guidance when managing accidents/incidents

## **GUIDELINES**

All Accidents to employees, volunteers, service users and members of the public must be entered either in a 'minor' accident book or on a Trinity Safe Space electronic accident report.

### **Investigations**

They must be investigated, with the purpose not being to apportion blame but to:

- Explore the reasons why it occurred
- Identify both the immediate and underlying risks or causes
- Highlight recommendations that prevent or limit the likelihood of recurrence
- Provide feedback to those affected
- Improve overall health, safety and welfare performance

An investigation should:

- (i) Be carried out in accordance with the Policy.
- (ii) Commence at the earliest opportunity and in any case within 24 hours of occurrence.

An investigation will always take place where:

- (i) The incident highlights a risk which has not previously been assessed.
- (ii) The incident highlights shortcomings in the existing risk assessment.
- (iii) The incident is reportable to the Health and Safety Executive.
- (iv) The incident is sufficiently serious to warrant an investigation.
- (v) Those affected by the incident reasonably request it.

### **Categories of Accident/Incident**

The categories of accidents mentioned below are:

- a) Minor
- b) Significant
- c) Over seven days
- d) Specified injuries
- e) Staff/volunteers/service users / public attending hospital
- f) Diseases / ill health
- g) Dangerous occurrences
- h) Near misses

### **Action Required**

Both the circumstances of the accident and the severity of the injury will determine what further reporting is necessary.

a) MINOR INJURIES:

(E.g., cuts and grazes, bruises etc., requiring no more than basic first aid).

**Action:**

1. **Service users** – complete the Trinity Safe Space Accident Form (Appendix I) and inform parents/carers/specified contacts (Appendix II).
2. **Employees/volunteers** - complete the Trinity Safe Space electronic accident report (tick box for employee/volunteer).
3. **Public** - complete the Trinity Safe Space electronic accident report (tick box for public).

b) SIGNIFICANT INJURIES:

For **service users** either:

1. Injuries requiring hospital treatment.
2. Injuries requiring time off.

For **staff/volunteers** either:

1. Injuries requiring more than first aid.
2. Injuries arising from poor health and safety management / premises or equipment defects.

**Action:**

1. Telephone Health and Safety Advisor/Trustee.
2. Complete electronic accident report.
3. Inform parents/ carers/specified contact in the first instance.

c) OVER SEVEN-DAY INJURY:

This section only applies to **staff/volunteers**.

Where an employee/volunteer is injured at work and as a result is unfit for work for **more** than seven days following the date of the accident, for example: a worker strains his/her back on a Monday. He/she returns to work on the following Monday. Although their working hours do not include weekend shifts, you need to determine if they would have been fit for work on the Sunday, if not, then the injury incapacitated them for more than seven days following the incident, therefore this is classed as an over seven-day injury.

Over seven-day injuries are reportable to the Health and Safety Executive under RIDDOR 2013.

**Action:**

1. Complete electronic accident report.
2. Once the accident is recognised as being an “over seven-day injury”, notify the Health and Safety Trustee either by email or telephone

d) SPECIFIED INJURIES:

Categorised as:

- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Any burn injury (including scalding) which covers more than 10% of the whole body's total surface area or causes significant damage to the eyes, respiratory system or other vital organs
- Any degree of scalding requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia

**Action:**

1. Telephone a Health and Safety Advisor **immediately**.
2. The Health and Safety Advisor will then decide if the incident is reportable to the Health and Safety Executive.
3. Complete electronic accident report.

e) SERVICE USERS / PUBLIC ATTENDING HOSPITAL

For all accidents resulting in a service user or member of the public being taken to hospital:

**Action:**

- Contact the Health and Safety Advisor who will determine whether the accident is reportable to the HSE
- Complete electronic accident report

**NB: IF EVER STAFF/VOLUNTEERS ARE UNSURE OF THE CORRECT PROCEDURE, CONTACT THE HEALTH AND SAFETY ADVISOR.**

f) PROCEDURES FOR REPORTING DISEASES / ILL HEALTH CONDITIONS

Under RIDDOR 2013 there is an index of reportable occupational-related diseases and ill health conditions. These are set out below.

CONDITION	CAUSES
Repetitive Strain Injuries (RSIs) e.g. carpal tunnel syndrome, tenosynovitis, tendonitis or cramp of the hand or arm Hand arm vibration syndrome	In the hand or forearm, where the person's work is physically demanding and involves frequent, repetitive movements eg intensive use of keyboards. May affect administrative support and secretarial staff/volunteers. Where the person's work involves regular use of percussive or vibrating tools, or holding materials

	subject to percussive processes, or processes causing vibration
Legionellosis	Legionnaires Disease – risk higher in those buildings with showers.
Occupational dermatitis	Where the person's work involves significant or regular exposure to a known skin sensitiser or irritant
Occupational asthma	Where the person's work involves significant or regular exposure to a known respiratory sensitiser

**Action:**

- Contact the Health and Safety Advisor who will determine whether the accident is reportable to the HSE
- Complete electronic accident report

g) PROCEDURES FOR REPORTING DANGEROUS OCCURRENCES

Under RIDDOR 2013 the incidents listed below should be immediately reported to the Health and Safety Executive. Charities should notify their Health and Safety Advisor who will then notify the HSE. The majority of these are unlikely to occur in staff/volunteer groups whose work is predominantly charity based.

**Lifting Machinery, etc.**

The collapse of, the overturning of, or the failure of any load-bearing part of any:

- (a) lift or hoist
- (b) mobile powered access platform
- (c) access cradle or window-cleaning cradle

**Pressure Systems**

The failure of any closed vessel (including a boiler or boiler tube) or of any associated pipework, where the failure has the potential to cause the death of any person.

**Electrical Short Circuit**

Electrical short circuit or overload attended by fire or explosion which results in the stoppage of the plant involved for more than 24 hours or which has the potential to cause the death of any person.

**Collapse of Scaffolding**

The complete or partial collapse of:

- (a) Any scaffold which is:
  - (i) More than five metres in height which results in a substantial part of the scaffold falling or overturning or
  - (ii) Erected over or adjacent to water in circumstances such that there would be a risk of drowning to a person falling from the scaffold into the water or

- (b) The suspension arrangements (including any outrigger) of any slung or suspended scaffold which causes a working platform or cradle to fall.

### **Overhead electric lines**

Any plant or equipment unintentionally coming into:

- (a) contact with an uninsulated overhead electric line in which the voltage exceeds 200 volts or  
(b) close proximity with such an electric line, such that it causes an electrical discharge.

### **Electrical incidents causing explosion or fire**

Any explosion or fire caused by an electrical short circuit or overload (including those resulting from accidental damage to the electrical plant) which either:

- (a) results in the stoppage of the plant involved for more than 24 hours or  
(b) causes a significant risk of death.

### **Biological agents**

Any accident or incident which results or could have resulted in the release or escape of a biological agent likely to cause severe human infection or illness.

### **Pipelines or pipeline works**

In relation to a pipeline or pipeline works:

- (a) any damage to, accidental or uncontrolled release from or inrush of anything into a pipeline  
(b) the failure of any pipeline isolation device, associated equipment or system  
(c) the failure of equipment involved with pipeline works,

which could cause personal injury to any person, or which results in the pipeline being shut down for more than 24 hours.

The unintentional change in position of a pipeline, or in the subsoil which requires immediate attention to safeguard the pipeline's integrity or safety.

**This list has been shortened to reflect those occurrences which are foreseeable in a charity environment.**

### h) PROCEDURES FOR REPORTING "NEAR MISSES"

A near miss is an incident which may have occurred, without resulting in loss/damage/injury but which had the potential to have done so.

For example: the rung of a ladder fractures under the weight of a member of staff. He retains his balance and is not injured. There was a potential for injury but in this instance, it was avoided.

### **Action:**

- Complete electronic accident report with the "Near Miss" box in Section 1 being completed.

This will enable the Trinity Safe Space to take appropriate remedial action to avoid future occurrences.

### **POLICY REVIEW**

The Accident/Incident Policy will be reviewed by the staff and by the Trustees in the light of changes in legislation; an injury or near miss or on the advice of the Health and Safety Advisor.