

Accident/ Incident Reporting Policy

Policy brief & purpose

TRM Technology Ltd T/A Simply Great Education (the Provider) take the welfare of our Students and Staff as a matter of utmost importance. Our accident/ incident reporting policy is designed to outline the purpose and procedure for reporting any in-provision accidents or incidents. The Provider is committed to enforcing all health and safety guidelines to avoid such occurrences and expects students and staff to comply. However, accidents are sometimes inevitable. Our roll, in this case, is to ensure all accidents and incidents are reported timely so they can be investigated properly, and preventative measures can be reviewed and reinforced.

Scope

This accident/ incident report policy affects all students, staff, volunteers, and visitors.

Policy elements

On-the-job accidents that must be reported include any incidents that may cause minor or severe injuries or incidents that are results of negligence or inadequate safety precautions. The victims may be staff who were injured while performing their duties or other people that were on company premises or vehicles.

Accidents must be reported as soon as possible to expedite the investigation and increase the likelihood of important findings. The sooner the cause or details of the accident are identified, the sooner the Provision can establish preventative measures for the future.

What should be reported under the Accident Reporting Policy?

The company encourages employees to report all accidents no matter how minor. Accidents that involve (or could have involved) more severe injuries and require investigation and action from the company must be dutifully reported.

Employees are also required to report occurrences that may not have involved injuries or victims but could be potentially dangerous in that respect if repeated. These include but are not limited to:

Slippery surfaces

Water or gas leaks

Inadequate insulation of circuits Collapses of walls, ceilings etc. Breaking of window glasses or frames

Procedure

When an employee witnesses or is involved in an incident, they must report it to the immediate Designated Safeguarding Lead immediately. If the employee anticipates an accident due to perceived negligence or inadequate safety, they must notify their supervisors or the Designated Safeguarding Lead as soon as possible so the accident can be prevented.

Official forms may have to be completed and submitted depending on the incident. The accident and any sustained injuries must be recorded in the accident book in the first aid box and also recorded in the Accident Recording Form for official records.

Any incident that does not result in injury, including student behavioural incidents, must be reported in the Incident Reporting Form.

The officials responsible must initiate an investigation or request an investigation from authorities if appropriate.

The staff who reported the accident has to cooperate if called in for questioning to provide the details needed. As a general rule, the employee must provide information in the incident report as accurately as possible on the following:

The place of the accident.

The date and time of the accident.

The people involved or injured.

Their position or involvement in the accident
Their actions immediately after the accident.

Disciplinary Consequences

The Provision places great importance on this policy. All employees are obliged to comply. Any staff member discovered to have been aware of a serious accident and failed to report it will face appropriate disciplinary consequences. When employees are the cause of an accident, they must report it immediately so that appropriate action may be taken without delay.

Reviewed 8th April 2023

TPM.