



Accident and Incident Policy

Turning Heads directors are responsible for ensuring that those benefiting from us or working with us are not harmed in any way. The directors of Turning Heads have a legal duty to act prudently, and this means that they must take all reasonable steps within their power to ensure that no one is harmed. It is particularly important where beneficiaries are vulnerable persons or children in the community.

This policy applies to all those involved in Turning Heads, including, but not exclusively, administrators, volunteer drivers, parents, young people, and third party suppliers.

In order to avoid misunderstanding, the company deem an accident and near-miss to be defined thus:-

Accident:- "any unplanned event that results in personnel injury or damage to property, plant or equipment.

Near-miss:- "an unplanned event which does not cause injury or damage, but could have done so." Examples include: items falling near to personnel, incidents involving vehicles and electrical short-circuits.

Accident Books

All accidents must be recorded in the accident books.

The accident books will be reviewed regularly by senior management to ascertain the nature of incidents which have occurred in the workplace. This review will be in addition to an individual investigation of the circumstances surrounding each incident.

All near-misses must be reported to the Safety Manager, as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

Reporting Procedure:- Employees

1. All accidents must be entered in the appropriate Accident Book either by the injured person or, if this is not practical, someone else present at the time.

2. An accident Report form (Part 1 only) is also to be completed by the same person who should then give the form to the Immediate Supervisor of the injured person.

3. The Immediate Superior must then:-

Note that the accident has occurred.

Ensure that the Accident Book has been correctly and fully completed.

Immediately pass the Accident Report form to the Safety Manager.

4. The Safety Manager will then:-

Ensure that, where applicable, the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 are met.

Complete Part II of the Company Accident Report form, recording the findings of the subsequent investigation.

Discuss the accident and the contributory factors with the Departmental head Report findings to the Director responsible for Health & Safety and, if necessary, instigate any disciplinary proceedings.

Ensure the Accounts Department have been informed that the accident occurred to enable their procedures to be implemented.

5. The Director responsible for Health & Safety will then:-

Ensure, so far as reasonably practical, that proper action is taken to help prevent the accident being repeated.

Reporting Procedure - Visitors / Contractors

Any non-employee who experiences an accident or near-miss incident whilst on the premises must report the incident immediately to the person responsible for his or her premises on site. If the person responsible is not available, the visitor / contractor must obtain the assistance of a responsible person to ensure that Turning Heads procedure is adhered to.

All injuries must be reported in the accident book, however minor. Visitors and contractors who are unable to enter their account into the book must arrange for another person to make an entry on their behalf. Visitors and contractors should also notify their own employer where applicable.

Turning Heads takes the responsibility for notifying reportable accidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, therefore Turning Heads Safety Manager must be informed immediately.

Appointed Person

An appointed person should be made known to members, volunteers and parents alike; as the designated person to whom concerns should be addressed. If the concern is about this designated person, please report to **Alan Tilley, Turning Heads**.

The appointed person for Accidents and Incidents at Turning Heads is:

Name: Alan Tilley Contact number: 0781777739

Reviewed: 1 February 2022

Next Review: 1 February 2024