



Brighton Orpheus Choir- accident reporting procedure

Adapted from Safe Networks tool D5

Purpose, aim and scope of this procedure

The procedure aims to provide detailed guidance to staff and volunteers on what to do if an accident (including a 'near miss') occurs in connection with the work of Brighton Orpheus Choir.

Following this procedure will ensure that Brighton Orpheus Choir responds effectively to all accidents, that any necessary medical help is made available to the person concerned and that steps are taken to prevent further accidents where possible. It will also ensure that all accidents are properly recorded.

This procedure is supported by Brighton Orpheus Choir's health and safety arrangements.

The procedure applies to all staff and volunteers who witness an accident suffered by a child, young person or adult in connection with the work of Brighton Orpheus Choir. It also applies to staff/volunteers who have suffered minor accidents that they are in a position to report themselves.

The appropriate steps should be taken whenever an accident occurs that could result in injury, regardless of whether anyone has actually been hurt. This helps to ensure that Brighton Orpheus Choir is able to take adequate preventative action to avoid a repeat of the accident.

General guidance on completion of accident forms

Whenever an accident report form needs to be completed, remember that it should:

- be completed as soon as possible after the accident
- be written clearly in black ink
- contain fact not opinion
- contain as much information as possible about the accident
- give details of witnesses
- be signed by the person completing it and by the manager
- provide the name and address of the person who had the accident and the person completing the form (if different)
- be returned to the manager after completion.

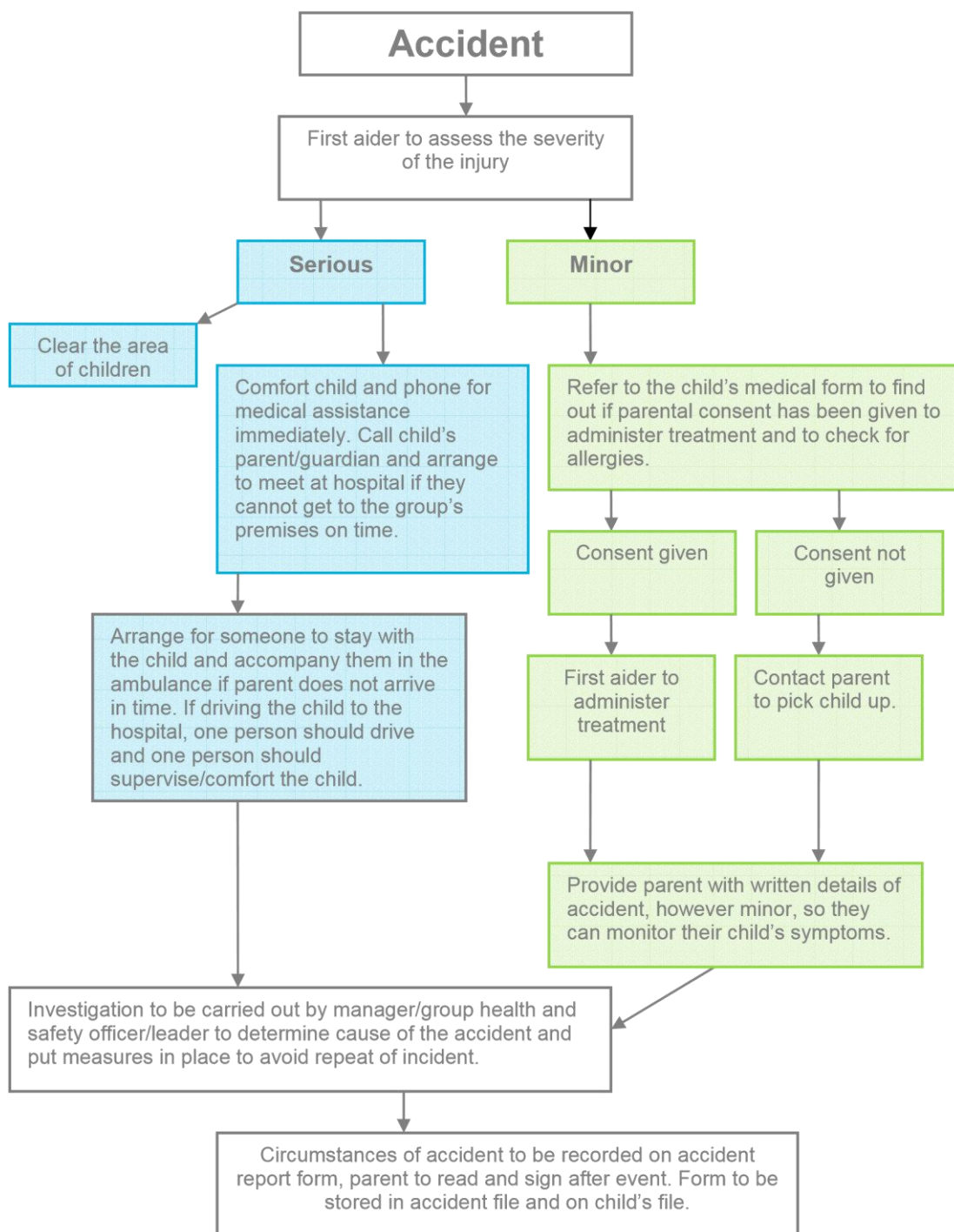
Major injuries sustained by staff/volunteers or other adults

The following steps should be taken:

- Clear the area of other people, apart from those directly involved with looking after the injured person.
- Send for the first aider immediately.
- If it is clear that emergency medical help is needed, dial 999 for an ambulance.
- Inform the responsible manager as a matter of urgency.
- If the person has been seriously injured but there is no need for an ambulance, take him/her to the nearest Accident and Emergency department immediately.
- Inform the person's next of kin or another person of his/her choice.
- If the person regularly attends (name of group/organisation), check his/her medical records for any known allergies or medical requirements. Make a careful note of these and take it to the hospital with the injured person.
- An accident form should be completed within 24 hours by, if possible, someone who witnessed the accident. This should be passed to the responsible manager for signature.
- A copy of the form should be kept on the staff member/volunteer or client's file, depending on the person's relationship with (name of group/organisation). A confidential copy should also be kept on (name of group/organisation)'s accident file.
- The responsible manager should investigate the accident and, if necessary, refer the matter to the Health and Safety Executive as soon as possible. Serious injuries that should be referred to the HSE are summarised in the toolbox resource *Health and safety regulations for the voluntary and community sector*, but full details can be obtained directly from the HSE.

Accidents involving children and young people

The flowchart below outlines the steps that should be followed for children and young people. If an injury is serious or if there is a specific dangerous occurrence, it may need to be reported to the Health and Safety Executive. The *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995* specifies what type of accidents should be reported.



Minor injuries sustained by staff/volunteers

The following steps should be taken:

- If there is any doubt that the injury is anything more than minor, ask the first aider on duty to examine the injury, administer first aid and assess whether a medical opinion is needed.
- If the injury is minor but first aid is needed, ask the first aider to provide this.
- Offer the member of staff/volunteer who has sustained the injury the opportunity to rest, accompanied by another member of staff if necessary.
- If medical attention is needed, inform the responsible manager immediately.
- If immediate medical attention is needed, support the injured person to attend the Accident and

Emergency department, their GP or the local NHS Walk-in centre. This may involve another person driving or walking with the person who has been injured.

- At the earliest opportunity (and within 24 hours) an accident report form should be completed. Ideally the member of staff/volunteer who suffered the injury should do this. If this person is not able to complete the form for medical reasons, someone who has witnessed the accident, if possible, should complete it.
- Pass the form to the responsible manager without delay so that an investigation of the accident can take place.
- The form should be signed by the person who has completed it and by the responsible manager. A confidential copy should be kept on (name of group/organisation)'s accident file, and another copy should be placed on the staff member or volunteer's file.

Accidents that could have caused injury but did not, ie “near misses”

The following steps should be taken:

- Immediately identify and deal with any factors that may have contributed to the accident and can easily be eliminated (eg if someone has tripped over an obstacle that has been placed dangerously in a corridor, the obstacle should be removed).
- Report the accident to the responsible manager immediately, and certainly within 24 hours.
- Within the same time period, any witnesses to the accident should complete an accident report form and pass it to the responsible manager.
- The responsible manager should sign the form and conduct an investigation into the cause of the accident.
- A copy of the form should be placed on (name of group/organisation)'s accident file.

If the accident involves a major dangerous occurrence, it may need to be reported to the Health and Safety Executive (HSE). If the responsible manager thinks that this may be the case, he/she should check with the HSE. Incidents such as failure of lifting equipment, failure of a pressure system, gas incidents or structural collapses should all be reported. More examples are listed in the toolbox resource entitled *Health and safety regulations for the voluntary and community sector*.

Review

This procedure will be reviewed every two years by the managing committee.

Date last reviewed : 27 June 2017