



Accident and Incident policy

Purpose

Angling4Education accepts its responsibility under Health and Safety (First aid) Regulations 1981 and their responsibility to provide first aid to staff and children and young people in our care.

The Company and its employees are committed to the Health & Safety Executive's (HSE) procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

The provision of first aid given is in accordance with HSE First Aid at work. A4E is committed to provide all staff at minimum:

- a suitably stocked first aid kit
- First aid at work training (3 yearly) - or where more than 1 staff member on a session i.e. a group session or 2:1 session a designated first aider
- Accident/incident report book
- information for all employees telling them about first aid arrangements

Angling4Educations arrangement for carrying out the policy includes these key principles:

- a) Places a duty on the Angling4Education SLT to approve, implement and review the policy.
- b) Place individual duties on all employees.
- c) To report, record and where appropriate investigate all accidents.

- d) Record all occasions when first aid is administered to employees, pupils and visitors.
- e) Provide equipment and materials to carry out first aid treatment.
- f) Make arrangements to provide training to employees, maintain a record of that training and review annually.
- g) Establish a procedure for managing accidents on sessions or in the workplace which require first aid treatment.
- h) Provide information for employees on the arrangements for first aid.
- i) Undertake a risk assessment of the activities and venues used by A4E.

Angling4Education is aware of its statutory duty under The Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995 (RIDDOR) in respect of reporting the following to the Health and Safety Executive as it applies to employees.

- 1) An accident that involves an employee being incapacitated from work for more than 3 consecutive days (excluding the day of the accident but not including non-working days)
- 2) An accident which requires admittance to hospital for in excess of 24 hours
- 3) Death of an employee
- 4) Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine

For non-employees and pupils an accident will only be reported under RIDDOR;

- a) Where it is related to work being carried out by an employee or contractor and the accident results in death or major injury; or
- b) It is an accident during a session which requires immediate emergency medical treatment at hospital.

For each instance where Angling4Education SLT considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the HSE will be sought.

Where a pupil has an accident it shall be reported to the HSE.

All accidents to non-employees (e.g. visitors) which result in injury will be reported to the Health & Safety Executive.

Consent

Angling4Education requires consent from parents/carers or those with parental responsibility before attending Angling4Education sessions. These are completed and recorded before sessions are offered.

Staff Guidance

All staff have access to the staff guidance on 'Reporting Accidents and Incidents' the importance of reporting and the statutory responsibilities is the responsibility of each staff member.

New Policy date:31.01.2024

Review: Yearly in May

Reviewed: 3/5/2024