

Accident Reporting Policy

2024/2025

INTRODUCTION

Doorstep Arts is committed to providing a rich and diverse range of workshops for children and young people in Torbay, protecting children and young people from harm is key to this provision. Doorstep Arts recognises the value of accident reporting in improving the services we provide. One method of improving the quality of Doorstep's Arts practice and care offered to children and young people as they make theatre and play, is through the consistent monitoring and review of accidents which resulted, or had the potential to result, in injury, damage or other loss.

AIM

It is the policy of Doorstep Arts to record all accidents which have resulted in injury or loss, or have the potential to do so, and report these accidents to the appropriate person. This applies to accidents affecting participants, directly employed staff, volunteers and others including visitors, partner agencies & contractors in the environment. Doorstep Arts will ensure that all appropriate accidents are fully investigated and that action is implemented where reasonable.

Because of the spontaneous nature of play and making theatre, accidents do occur. Reflection is an essential part of our risk management process. Accidents are used as a learning experience to ensure the risk is either removed or reduced as deemed appropriate.

Doorstep Arts has a statutory duty to report certain kinds of accidents, violent incidents, dangerous occurrences and occupational ill health under the Health and Safety at Work Act 1974 and more specifically in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995: www.hse.gov.uk/riddor/

WHAT MAY BE CLASSIFIED AS 'AN ACCIDENT'?

- **Workshop/event offer accident:** Any accident directly related to workshop/event which did, or could have resulted in adverse outcome (e.g., organisational error, equipment failure, consent etc.)
- **Personal Accident:** Any accident which affected an individual not directly related to theatre making – dancing, acting or singing in the workshop, for example back injuries following manual handling.
- **Fire accident:** Any accident, no matter how small, involving fire or fire warning systems (including false alarms).
- **Violence, abuse or harassment:** Any incident involving physical assault whether or not injury results, verbal abuse, unsociable behaviour or racial or sexual harassment.

- **Security Incident:** Any untoward incident involving theft, loss or other damage to organisational or personal property, intrusions, false alarms (not fire alarms), absconded children and other security incidents.
- **Vehicle Incident:** Any accident involving a vehicle e.g. road traffic accident, when arriving or leaving the designated rehearsal area.
- **Other:** This type of accident might include environmental accidents, depending on location. Full risk assessment to be completed prior to any off site trip.

PURPOSE OF REPORTING

The main purposes of accident reporting include:

- To record accidents that have caused injuries so that they can be investigated and fully documented using the accident Form attached to this policy.
- To record accidents including “near misses” so that steps can be taken to prevent recurrence that could cause possible harm to others, and ensure that learning from accidents is a fundamental part of the process.
- To record accidents of particular interest for quality assurance including the ability to demonstrate accident reductions.
- To enable early preparation of information which may be used in defending any resulting legal action and assist the process of prompt handling of minor claims.

RESPONSIBILITIES

Doorstep Arts lead facilitators/producers have overall responsibility to effectively manage risks related to actual or potential accidents, to monitor Doorstep Arts compliance with legislation such as the Health and Safety at Work Act 1974. This includes responsibility for: -

- Monitoring procedures to ensure that accident investigations meet Doorstep Arts objectives and that any required follow up action is instigated;
- Ensuring a suitable policy is in place to record and analyse accidents across Doorstep Arts
- Ensure a risk assessment is completed prior to an event/workshop.
- Monitoring the numbers and types of incidents that occurred across Doorstep Arts
- Ensuring that the Incident Reporting Policy is implemented by directly employed staff;
- Ensure there is always a member of staff from Doorstep Arts with up-to-date First Aid training, to always be on site when young people are on the premises or a first aid member of staff available in the venue that we are working in.
- Assessing any developments identified as a result of the reporting procedures that have resource implications;
- Ensuring that action is taken to reduce the risks identified;

Doorstep Arts lead artists & Producers are responsible for the safety of young people, directly employed staff and others including visitors, volunteers and contractors, who may be affected by the actions of their own service. Specifically, they are responsible for: -

- Ensuring all directly employed staff in their setting are informed of the need to report accidents which arise out of the activities of the setting;
- Ensuring all directly employed staff understand the accident reporting system and receive feedback from accidents reported;
- Ensuring any contractors and volunteers are aware of the accident reporting policy and procedure;
- Initiating any investigations required following an accident;
- Allocating sufficient resources for incident investigation and follow up;
- Ensuring that all incidents within their sphere of responsibility are reported and recorded on the Accident Report form.
- Completing the Accident report form.
- Ensuring copies of the Accident report form are saved to Administration folders and any other relevant recipient i.e. details of injury to the head 'bump on the head' notification must go out to parent/carer on day of injury.
- Undertaking an initial investigation and completion of the relevant section on the Accident Report form.
- Ensuring recommendations and actions are carried out as a result of any investigation.
- Providing feedback to staff/volunteers on investigations undertaken and recommendations made.
- Monitoring of information reported on the incident forms for accuracy and completeness.
- Ensuring that any procedures within their area take account of accidents which have been brought to their attention.
- Ensuring that serious accidents are brought to the immediate attention of the Directors.
- Where appropriate assisting in obtaining witness statements.
- Making safe any area or equipment following an accident and retain equipment for inspection where required.
- Providing feedback to directly employed staff and volunteers on trends, serious incidents, results of investigations and any learning opportunities.

CO-PARENT RESPONSIBILITIES:

- Collating accidents reported through the Accident Reporting System.
- Reviewing recorded accidents to identify trends.
- Supporting lead facilitator in the accident process on request.
- Bring any accidents or trends of particular importance to Doorstep Directors.

EMPLOYEES RESPONSIBILITIES:

All employees (including placement students, trainees, sub-contracted staff and volunteers) are responsible for:

- Recording and reporting incidents or near misses in accordance with the accident Reporting Procedure.
- Bringing to the attention of the Director, Co-Parent or lead facilitator any accidents which resulted in, or had the potential to result in injury, loss or damage.
- Co-operating in any investigation and providing relevant information to assist in identifying the cause of the injury.

(Updated July 2024)