

Accidents/Incidents (Adults)

Please note: this policy adheres to the recording of accidents/incidents involving adults - for accidents/incidents involving children on site, please refer to the Accidents/Incidents (Children) Policy.

This policy adheres to any accident/incident involving a student, volunteer, visitor or any members of a child's family on site. For information about staff accidents or incidents, please see the Stramash Staff Handbook.

Accidents

Accidents are defined as situations having occurred that require first aid/medical attention.

For each session, Team Leaders will ensure that there are enough qualified First Aiders on shift that have been trained by a professional body and are within 3 years of receiving the accreditation. Stramash endeavours to provide all staff with accredited first aid training, including refresher training where necessary. For each group (i.e. if the group is split) there will be a competent first aider and a replenished first aid kit present with each group at all times. First aid will only be given by trained members of staff.

Examples of an accident could be:

- A splinter
- A tick bite
- A cut knee
- A head wound
- A broken bone

If an individual requires first aid, depending on the injury, one member of (trained) staff should remain with the individual to give them first aid. The remaining staff should ensure the accident doesn't happen again (safety check, move the group, remove object etc). For further information about giving first aid, please see the Stramash first aid procedure.

If an individual requires further medical advice or attention, Stramash staff will obtain it immediately, if necessary by getting the individual to the hospital, while seeking to contact the individual's emergency contact urgently.

If in a rural area, or going off site, staff should ensure that they have accurate location descriptions or grid references to provide emergency services should that be required. Grid references for more rural Stramash sites will be displayed on site.

Incidents

Incidents are defined as situations having occurred that do not require first aid, but that are serious enough to require a record - ie safety related.

If an incident occurs, the staff team should ensure that the area is made safe by either removing the opportunity for the incident to reoccur or by moving the group to a different area. Then the Team Leader should be informed.

Examples of an incident could be:

- An unsafe structure
- Chemical spills
- A branch falling
- A site breach

Precautions will be taken to ensure that the incident is not able to happen again. These precautions should be recorded on the incident form.

Personal protective equipment (PPE)

Stramash provides staff with PPE according to the need of the task or activity. Staff must wear PPE to protect themselves during tasks that involve contact with bodily fluids. PPE is also provided for domestic tasks. Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported and this is evaluated on an ongoing basis.

Dealing with blood

Any staff member dealing with blood must:

- Always take precautions when cleaning wounds as some conditions such as hepatitis or the HIV virus can be transmitted via blood.
- Wear disposable gloves and wipe up any blood spillage with disposable cloths and disinfectant.

Needle punctures and sharps injury

Stramash recognises that injuries from needles, broken glass and so on may result in bloodborne infections and that staff must take great care in the collection and disposal of this type of material. For the safety and well-being of the employees, any staff member dealing with needles, broken glass etc. must treat them as contaminated waste.

Records

All safety related incidents and accidents will be recorded.

The individual will be asked to fill out an Accident Form in the Accident Book. The report will detail:

- What happened
- When it happened
- What the injury is (if any)

- Personal details of the individual injured/person filling in the form (if different)
- Whether the accident is RIDDOR reportable

If an individual is concerned about the circumstances of any accident or incident, they should bring their concerns to the attention of the Team Leader, who will then carry out an investigation and will report to the Senior Management Team.

Completed accident and incident forms will be reviewed on a regular basis by the Team Leader to ensure that dangers have been dealt with. All completed accident/incident forms will be kept for inspection purposes.

Notification

In accordance with the guidance in ***Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)*** (1995)¹, Stramash will report any accident which results in a GP visit or a visit or referral to hospital.

¹ [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) \(1995\)](#)