



## **Rush Common School Professional Practice Documents (“PPD”) for Accident and Incident Investigation**

### **1) Definition**

- 1.1 The School will investigate accidents and near misses to determine their underlying cause for the purpose of ensuring that there is no recurrence and using the lessons learnt to improve health and safety performance within the School. The School adopts a no blame culture when investigating accidents for the purpose of improving health and safety performance. This investigation will be carried out by a member of the Senior Leadership Team.
- 1.2 The type and level of the investigation will be appropriate to the circumstances. Those involved in the accident investigation will be competent to do so and will be provided with adequate training, information and support. The investigation report will provide a factual account of the accident, draw objective conclusions and identify practical recommendations. Agreed actions will be implemented within realistic timescales.
- 1.3 In the event of an external investigation by the enforcement authorities, full cooperation will be provided.

### **2) Serious Investigation Procedure:**

- 2.1 Once the area has been made safe the accident should be investigated promptly by the headteacher or by the person that he or she nominates. The decision as to who will investigate the accident will be made after consideration of the type of accident.
- 2.2 The competent person conducting the investigation will appoint an investigation team if necessary and obtain specialist advice from technical experts when required. The accident investigation form should be used to record the details of the investigation. The level and type of investigation will depend on the circumstances and severity (or potential severity) of the accident.
- 2.3 The person conducting the investigation will (if necessary):
  - obtain factual information regarding the accident, including the accident location, the time and date of the accident, the work activity being undertaken, the people involved and the sequence of events;
  - conduct an inspection of the accident site once the area has been made safe, and take appropriate photographs;
  - obtain written statements from all relevant parties;

- conduct and document interviews with relevant personnel;
- if relevant, obtain physical evidence (equipment, damaged products, etc);
- obtain and review relevant documentation (training, inspection, maintenance records, work procedures, etc);
- review existing relevant risk assessments and corresponding arrangements.

2.4 Once the facts have been obtained and any required testing, analysis, etc completed, the underlying causes should be established. The investigation team should draw conclusions and identify practical recommendations to ensure that the accident does not recur. Assistance should be sought from relevant parties if required. The recommendations must be agreed with the relevant staff and the actions prioritised. The accident investigator (or nominated person) will track the actions to ensure that they are completed within the given timescales and detailed reports will be made to the Senior Leadership Team and Board of Directors if appropriate.

2.5 Relevant risk assessments will be reviewed and, where necessary, updated following the accident report.

2.6 The investigation report and form and any corresponding information will be kept for a minimum of three years.

### **3) Notes**

3.1 An accident is defined as an unplanned, unforeseen event that led to ill health or injury to persons or damage to equipment, property, products, etc. This definition can be expanded to include damage to the environment. A near miss is an unplanned, unforeseen event that could have led to injury to persons or damage to plant, equipment, property, etc but in the instance in question did not.

3.2 The person conducting or coordinating the investigation must be competent to do so, and must, therefore, have completed the relevant training, have appropriate experience and the correct attitude, and be provided with the information needed. It is important that he or she has a good interview technique and keeps an open mind and that it is the facts rather than his or her opinion that are recorded. He or she must also be in a position to make practical recommendations that will be respected by the school.

3.3 An internal document 'Accident Investigation Form RCAIF' is available from the Admin office when accidents need to be investigated not just recorded.

**4) Review of this PPD**

The Senior Leadership Team reviews the policy every 3 years. It may however review the PPD earlier, if required.

Approved by the Senior Leadership Team on 20<sup>th</sup> June 2014

Signed.....

Headteacher

Review Date: June 2017