



## SPaCE Incident and Accident Policy

**Date of Issue:** 01/10/2024

**Review Due:** 01/10/2026

### 1. Policy Statement

SPaCE is committed to promoting the health, safety, and wellbeing of all young people, staff, volunteers, contractors, and visitors.

This policy outlines SPaCE's procedures for reporting, recording, investigating, and learning from incidents, accidents, near misses, and dangerous occurrences across all services and settings.

SPaCE recognises the importance of timely reporting, accurate record keeping, and reflective practice to reduce future risks and promote a culture of safety, accountability, and continuous improvement.

### 2. Scope

This policy applies to:

- All SPaCE employees and volunteers
- Young people accessing SPaCE services
- Residential, outreach, office, and community settings
- Contractors and visitors
- All incidents occurring during SPaCE activities or on SPaCE premises

### 3. Legal Framework

This policy is informed by:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Children Act 1989 and 2004
- Children's Homes (England) Regulations 2015
- Working Together to Safeguard Children
- UK GDPR and Data Protection Act 2018

## 4. Definitions

### Accident

An unplanned event resulting in injury, illness, or damage.

### Incident

An event that may impact the safety, wellbeing, or operation of SPaCE services, including behavioural incidents, safeguarding concerns, or environmental hazards.

### Near Miss

An unplanned event that did not result in injury or harm but had the potential to do so.

### Dangerous Occurrence

A specified event under RIDDOR with potential to cause serious harm.

## 5. Responsibilities

### 5.1 Management Responsibilities

Management will:

- Ensure effective reporting and recording systems are in place.
- Monitor incidents and accidents for patterns or trends.
- Ensure investigations are completed where required.
- Implement learning outcomes and risk reduction measures.
- Ensure staff receive appropriate training.
- Maintain confidential and secure records.

### 5.2 Responsible Person for RIDDOR Reporting

The named responsible person for RIDDOR submissions is:

#### Dene Terry

Responsibilities include:

- Determining whether an incident is RIDDOR reportable.
- Submitting reports to the Health and Safety Executive (HSE).
- Ensuring statutory reporting timescales are met.
- Maintaining records of RIDDOR submissions.
- Monitoring follow-up actions and learning outcomes.

## 5.3 Staff Responsibilities

All staff and volunteers must:

- Report incidents, accidents, hazards, and near misses immediately.
- Record incidents accurately and factually.
- Seek medical assistance where required.
- Cooperate with investigations.
- Participate in learning and review processes.

## 6. Reporting Procedures

### 6.1 Immediate Actions

Following an incident or accident, staff must:

- Ensure the immediate safety of all individuals.
- Provide first aid or emergency assistance where required.
- Contact emergency services if necessary.
- Inform the appropriate manager without delay.
- Preserve evidence where appropriate.

### 6.2 Reporting Timescales

- Serious incidents must be reported to management immediately.
- All incidents and accidents must be recorded before the end of the working day where possible.
- Safeguarding concerns must be reported in line with safeguarding procedures.
- RIDDOR reportable incidents must be submitted within statutory timescales.

### 6.3 Record Keeping

SPaCE will maintain accurate and confidential records of:

- Accidents and injuries
- Incidents and behavioural events
- Near misses
- Dangerous occurrences
- RIDDOR submissions
- Investigations and actions taken



Records will include:

- Date and time
- Individuals involved
- Location
- Description of the incident
- Immediate actions taken
- Witness details where relevant
- Follow-up actions and outcomes

Records will be stored securely in line with data protection requirements.

## **7. RIDDOR Reporting**

SPaCE will comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

### **7.1 RIDDOR Reportable Incidents**

The following may be reportable to the Health and Safety Executive (HSE):

#### **Fatalities**

- Deaths arising from work-related accidents.

#### **Specified Injuries to Workers**

Including:

- Fractures (excluding fingers and toes)
- Amputations
- Serious burns
- Loss of sight or eye injuries
- Crush injuries
- Loss of consciousness caused by head injury or asphyxia
- Injuries requiring hospital treatment

#### **Over-Seven-Day Injuries**

Where a worker is unable to perform normal duties for more than seven consecutive days.

#### **Injuries to Non-Workers**

Where a young person, visitor, or member of the public is injured and taken directly to hospital for treatment.



### **Dangerous Occurrences**

Specified near-miss events such as:

- Fire or explosion
- Electrical incidents
- Equipment collapse or failure
- Gas incidents
- Serious structural failures

### **Occupational Diseases**

Including diagnosed work-related illnesses where applicable.

#### **7.2 RIDDOR Reporting Timescales**

- Fatalities and specified injuries must be reported without delay.
- Over-seven-day injuries must be reported within 15 days.
- Occupational diseases must be reported upon diagnosis.

Copies of submitted reports will be retained securely.

### **8. Investigation Procedures**

SPaCE will investigate incidents proportionately based on severity and risk.

Investigations may consider:

- Contributing factors
- Environmental conditions
- Staffing levels and supervision
- Training needs
- Equipment or maintenance issues
- Risk assessment effectiveness
- Safeguarding implications

Investigation outcomes will be documented.

### **9. Risk Assessment Reviews and Learning Outcomes**

SPaCE is committed to learning from incidents and accidents.

Following incidents, SPaCE will:

- Review relevant risk assessments.
- Update control measures where required.
- Identify lessons learned.
- Share learning appropriately with staff.
- Review training needs.
- Monitor trends and recurring themes.
- Implement actions to reduce future risks.

Serious incidents may trigger:

- Full management review
- Safeguarding review
- Environmental assessment
- Policy review
- Multi-agency involvement where appropriate

## **10. Support Following Incidents**

SPaCE recognises incidents can have emotional and psychological impacts.

Support may include:

- Debriefing
- Supervision
- Welfare support
- Referral to specialist services where appropriate
- Trauma-informed responses for young people and staff

## **11. Training**

All staff and volunteers will receive training appropriate to their role including:

- Incident and accident reporting procedures
- RIDDOR awareness
- Risk assessment processes
- First aid awareness
- Safeguarding procedures



- Trauma-informed practice

Training records will be maintained and monitored.

## **12. Monitoring and Review**

SPaCE will monitor incidents and accidents through:

- Incident trend analysis
- Audit of records and reporting systems
- RIDDOR compliance checks
- Health and safety reviews
- Staff supervision and feedback

This policy will be reviewed annually or following:

- Significant incidents
- Legislative changes
- Inspection findings
- Identified operational risks

## **13. Related Policies**

This policy should be read alongside:

- Health and Safety Policy
- Safeguarding Policy
- Fire Safety Policy
- COSHH Policy
- Behaviour Support Policy
- Risk Assessment Procedures
- Whistleblowing Policy



#### **14. Policy Approval and Sign-Off**

**Policy Owner:** Dene Terry

**Approved by:** Dene Terry

**Signature:** DB Terry

**Date:** 01/10/2025

**Review Due:** 01/10/2026