

KENT SHARED LIVES

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(3) Accidents & incident reporting - all

Policy statement

It is the policy of Kent Shared Lives to respond promptly and effectively to support any Shared Lives host, member of staff or person in a Shared Lives placement who has been involved in an accident or incident. Shared Lives recognise its responsibility to ensure that they get any help and treatment needed as a result of the accident or incident.

Kent Shared Lives is committed to recording and reporting any accident relating to Shared Lives that involves placed individuals, staff or Shared Lives hosts in line with regulatory and other legal requirements. The information recorded will enable the enforcing authorities and Shared Lives to identify where and how risks arise and to investigate serious accidents/incidents. This in turn enables enforcing authorities and Shared Lives to take steps to try and prevent accidents in the future.

Shared Lives recognise that the purpose of recording is not to attribute blame, but to ensure procedures and safe systems of work that minimise the risk of injury and provide a safe environment.

Definitions

An **accident** can be defined as an unplanned event, or sequence of events, which results in:

- injury or ill health,
- potential for harm to people, or
- damage to property or equipment.

An **incident** can be defined as an unusual occurrence that has not resulted in injury, but had the capacity to cause injury, no matter how minor

Shared Lives will ensure that:

1. It has a health and safety policy and procedures that include the use of regular risk assessment and regular maintenance of premises and any equipment.
2. Training and development opportunities are made available to all staff and Shared Lives Hosts to ensure that they understand the purpose and practice of recording, reviewing and preventing accidents and incidents.
3. Shared Lives staff have a good understanding of all relevant health and safety legislation, guidance, policies and procedures and their and Shared Lives host responsibilities in law.
4. Shared Lives hosts and staff members with first aid responsibility have the knowledge and skills to provide emergency first aid where this is needed and to access more specialist help promptly if this is required.
5. Accident and incident recording forms are available to the staff and to all Shared Lives hosts who are part of Shared Lives.

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6. All accidents/incidents involving anyone within Shared Lives workplace/s or placed with a Shared Lives host are recorded.
7. All accidents/incidents to staff and others that require to be reported to another authority (for example health and safety executive or environmental health) are duly reported.
8. All equipment designed to either prevent or respond to an accident/incident are regularly maintained.
9. Procedures are in place to systematically review accidents or incidents and steps taken to try and prevent them in the future.

The Shared Lives host or staff member will ensure that they:

1. Understands and complies with all guidance, regulations and procedures relating to health and safety, risk assessment and accidents.
2. Engages fully with any training and learning and ensures that they have the knowledge and skills to undertake their role and to understand the legal implications of their actions.
3. Engages fully with any risk assessments undertaken by Shared Lives or others.
4. Takes action to ensure that anyone involved in an accident or incident receives the help, support and specialist treatment that they need.
5. Promptly informs Shared Lives or other agreed professional if an accident or incident has occurred.
6. Takes actions to minimise the risk of accidents and incidents
7. Keeps clear and accurate records.
8. Informs Shared Lives of any perceived risks, unsafe working conditions and training needs.

Recording

Kent Shared Lives requires that all accidents and incidents involving staff, individuals, hosts, host household members or visitors or anyone else involved in the work of Shared Lives be recorded using:

- Form SL56 (accident/incident report form)

Shared Lives hosts to complete and post or email the form to Shared Lives within 48 hours or as soon as practicably possible. Email or phone contact to Shared Lives as soon as practically possible to advise on the accident/incident.

Forms will be kept on the Shared Lives computer drive in the relevant persons file and a copy will be sent to:

Form Type	Action Taken
All report forms	Sent to Registered Manager
Individual report forms	Sent to Case Officer/Social work team
Staff report forms	Submitted electronically, no action required.

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If an individual is supported with personal care needs, the following will need reporting to the Care Quality Commission (CQC):

Death of person using service
Police involvement incident
Serious injury to a person using service
Allegations of abuse

[CQC notification finder](#)

The Registered manager will regularly review all records and action will be taken to minimise the risk of future similar accidents and incidents.

RIDDOR

Certain occurrences must be notified to the enforcing authority using RIDDOR specified forms.

These forms and more information about [RIDDOR](#) is available online.

The statutory regulations which govern this reporting are known as Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

The enforcing authorities are established by law. They are empowered to inspect and enforce health and safety legislation. It is a criminal offence not to comply with the regulations or directives of an enforcing authority.

Responsibilities under RIDDOR: -

The Shared Lives Registered manager must complete the RIDDOR accident/incident form and advise the enforcing authority of:

- Deaths and injuries (relating to a work activity)
- Occupational diseases (developed a condition due to work related conditions)
- Dangerous occurrences
- Gas incidents (an accidental leakage of gas; inadequate combustion of gas or; inadequate removal of products of the combustion of gas)

In addition, the enforcing authority must be advised if a person at work is incapacitated from his/her normal work for more than 7 days (Since April 2012) as a result of an injury caused by an accident at work

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Document: - Accident incident reporting Forms, SL 56