

# BRINGING TOGETHER EDUCATION AND SPORT

Football, Tennis and Golf Academies



## Accident & Incident Investigation Policy

This policy outlines the procedures that are to be adopted when any employee or student experiences an accident, near-miss or dangerous occurrence on the college's premises or during planned events arranged by the college. These include fixtures, tours and international trips.

It is the policy of Elite to identify and investigate unplanned losses (accidents), their source and hence their underlying causes.

To enable this objective to be achieved it is imperative that all accidents, irrespective of the resulting injury or damage, be reported according to the laid down procedures.

In order to avoid misunderstanding, the company deem an accident and near-miss to be defined thus:-

Accident:- "any unplanned event that results in personnel injury or damage to property, plant or equipment.

Near-miss:- "an unplanned event which does not cause injury or damage, but could have done so." Examples include: items falling near to personnel, incidents involving vehicles, sessions or faulty equipment.

### Accident Books

All accidents must be recorded in the company's accident books.

These accident books will be reviewed regularly by senior management to ascertain the nature of incidents that have occurred in the workplace. This review will be in addition to an individual investigation of the circumstances surrounding each incident.

All near-misses must be reported to the designated Safety Manager, as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

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## Reporting Procedure for Football, Tennis and Golf Academies

1. All accidents must be entered in the appropriate Accident Book either by the injured person or, if this is not practical, someone else present at the time. If a student is injured, the member of staff supervising must complete the accident report with the student and sign and date the information logged. Please ask a witness to sign this form when completed.
2. An accident Report form (Part 1 only) is also to be completed by the same person or staff member who should then give the form to the safety manager or tutor of the injured person.
3. The immediate superior or senior manager must then:-

Note that the accident has occurred and discuss how to handle the incident  
Ensure that the Accident Book has been correctly and fully completed.  
Immediately pass the Accident Report form to the Safety Manager.

4. The Safety Manager will then:-

Ensure that, where applicable, the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 are met.  
Complete Part II of the Company Accident Report form, recording the findings of the subsequent investigation for major injuries / incidents.  
Discuss the accident and the contributory factors with staff and students involved.  
Report findings to the Director responsible for Health & Safety and, if necessary, instigate any disciplinary proceedings.

5. The Director responsible for Health & Safety will then:-

Ensure, so far as reasonably practical, that proper action is taken to help prevent the accident being repeated.  
If a major incident occurs the tutor or coach MUST contact a senior manager when safe and reasonably practical to do so. This should occur within the hour so that the Director can inform the lead school.

## Reporting Procedure - Visitors

Any non-employee who experiences an accident or near-miss incident whilst on the premises must report the incident immediately to the person responsible for his or her premises on site. If the person

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responsible is not available, the visitor must obtain the assistance of a responsible person to ensure that the company procedure is adhered to.

## Football, Tennis and Golf Academies

All injuries must be reported in the accident book, however minor. Visitors who are unable to enter their account into the book must arrange for another person to make an entry on their behalf. Visitors and should also notify their own employer where applicable.

The Company takes the responsibility for notifying reportable accidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, therefore the Company's Safety Manager must be informed immediately.

### Reporting Procedure - Damage / Theft

All accidents / incidents which result in the loss or damage of equipment or vehicles but not necessarily personal injury must be recorded on the "Damage or Loss Report Form" and passed to the Safety Manager without delay.

Where this incident results in any injury to a third party the Safety Manager must be informed immediately as it may be necessary to report the incident by telephone to the Health and Safety Executive. Should the Safety Manager not be available, due to annual leave, etc this responsibility will pass to the Director on duty.

### Safe System of Work

All incidents and near-miss incidents must be reported, however minor. To achieve this the following procedure should be adopted.

1. Ensure the appropriate report form is completed and forwarded to the Safety Manager.
2. Obtain treatment for any injury from a first-aider or the local hospital.
3. Ensure that the area is made safe and poses no risk to other personnel (except where the accident results in a major injury, in which case the scene should be fenced off and left undisturbed until advised otherwise by the enforcing authority).
4. Enter details in the accident book.
5. Inform the injured person's manager (or a responsible person) of the incident.
6. Keep the company informed of any after-effects, including periods of incapacity for work.

### Student considerations

1. Students will need to inform tutors of any injuries or illnesses they may have before they take part in physical activity
2. Any injuries which occur as a result of physical activity must be reported to the tutor in charge at the time
3. The tutor will then make a suitable decision on the severity of the injuries and make arrangements for appropriate first aid treatment

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4. In cases which require hospital treatment, parents must be informed about the accident and staff will make arrangements to get the learner to hospital
5. All pupils must be accompanied by a member of staff using mobile phones or the office landline.
6. All tutors must have a charged mobile phone in their possession at all times when working offsite.
7. All staff must contact Elite's administrator to log the incident so that parents can be called if the supervising staff member is unable to contact them at the time.
8. Staff have a duty of care to stay with the students until a parent or guardian arrives and takes over.
9. However in some cases when at an AWAY fixture, it is often difficult to staff with 2 staff members. In most cases, we will endeavour to have 2 members of staff but this cannot always be achieved. When only 1 member of staff is at an away fixture, we will contact the emergency services and the student in question will be taken to the hospital. We will contact parents and arrange collection of the student from the hospital and the coach will stay with the team and get them back home. If the parents are unable to get to the hospital, Elite will send another floating member of staff to collect the injured young person if parents are unable to do so. We appreciate this is not an ideal situation, but the priority is getting the casualty to hospital and then making the appropriate practical arrangements.

## SUMMARY

All personnel on and off site must report accidents and near-miss incidents whilst working on behalf of the company.

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The four most important steps are:-

- \* **Football, Tennis and Golf Academies** should be closed as soon as possible, in accordance with established procedures.
- \* remove residual hazards that may pose a risk to others.
- \* Fence off the undisturbed scene of a serious incident pending investigation.
- \* notify management of incapacity for work that results from an injury sustained during a work activity.



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