



Accident Policy and Procedures

ACCIDENT AND INCIDENT POLICY STATEMENT

Starpic Project is fully committed to promoting a safe environment for all activities delivered and has a duty of care to implement effective policies and procedures to reduce risk and record any accident or incident.

Section 1 - Introduction

Starpic Project is committed to identifying and removing physical risks where possible where it may cause a danger to young people. **Starpic Project** will complete a risk assessment prior to delivery. The session lead will have access to a generic or a specific risk assessment and will complete a dynamic assessment visually to ensure safety for our young people.

Starpic Project will ensure all workers and volunteers are familiar with the evacuation procedures for the site in which the activity is taking place. **Starpic Project** session lead is responsible for ensuring all young people are accounted for and will complete a register. As part of the young person registration medical and emergency information is requested.

First Aid and Accidents

For the safety of all young people it is important that **Starpic Project** is informed of any updated medical condition or allergies that may be relevant should a young person fall ill or be involved in an accident while at **Starpic Project**.

Section 2 - Training

All newly appointed staff and volunteers at **Starpic Project** will receive training, support, information and guidance to ensure they understand their role and responsibilities with regard to risk assessing, reporting and first aid. All **Starpic Project** (workers/volunteers) must complete updated training as part of CPD which is monitored by **Starpic Project Training Coordinator**.

This will include:

- Details of the overall responsibility for risk assessing and reporting
- An assessment of staffs (paid and unpaid) training and development will be completed
- All staff and volunteers must agree and sign up to the organisations Accident Policy and procedures and attend provided training

Section 3 - Recording

A report must be completed by the person who has observed or been involved in an accident while attending a **Starpic Project** activity. Then be handed to the **Starpic Project Coordinator and Manager** in a sealed envelope or sent via email. (APPENDIX 1)



Procedure

The accident report form must be completed as soon and as fully as possible after the event by **Starpic Project** session lead. Any subsequent action taken will also be recorded, along with any reasons why other actions were not taken.

In addition a separate record will be written by **Starpic Project** session lead outlining who, when and how appropriate people were informed (e.g. parent/guardian, Senior youth worker/manger, Management Committee, Police, Social Services).

If the accident was due to a serious failure on behalf of a youth worker and the youth worker was subsequently dismissed because of it, the incident may have to be reported to Disclosure Scotland by the **Starpic Project** board.

Any form received will be reviewed for follow up by **Starpic Project** manager.



APPENDIX 1 - Accident Report Form

This form should be completed by the youth worker on the scene at the time of any accident, and as soon after the event as possible. The report should then be handed to (**Project Coordinator**) to complete the subsequent action taken section.

Reported By:		Position:		Contact:	
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ACCIDENT DETAILS					
Date:		Time:		Location:	
Address:					
What activity was taking place?					
Name of first aider & treatment given ? (if applicable)					
INJURED PERSON					
Name:				Age:	
Address:					
Nature of Injury and extent?					
What happened to the person following the accident?					

I confirm all of the above facts are a true record of the accident /incident that occurred.

NAME:		SIGNATURE:		DATE:	
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Were any of the following contacted or notified? (**circle Y or N**)

(IF APPLICABLE)					
Parents/Carers	Y - N	Ambulance	Y - N	Police Report No.	
Police	Y - N	Other	Y - N	Officer Name:	
Details:				Date Reported:	

FOLLOW UP ACTION