

Accident and Incident Policy



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Policy Overview:

At Lilac Alliance, Inc., the safety and well-being of our service users and staff are of paramount importance. This Accident and Incident Policy is designed to establish procedures for identifying, reporting, and managing accidents and incidents in compliance with the following legislative framework and guidance:

- Regulation 10: The health and well-being standard.
- Guide to the health and well-being standard.
- Regulation 42: Notification of Offences.
- The Social Security (Claims and Payments) Regulations 1979.
- National Health Service Act 2006.
- The Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013.
- Care Quality Commission (Registration) Regulations 2009.
- The Care Quality Commission (Registration) and (Additional Functions) and Health and Social Care Act 2008 (Regulated Activities) (Amendment) Regulations 2012.
- The Care Quality Commission (Registration and Membership) (Amendment) Regulations 2012.

Purpose:

This policy aims to ensure the effective and consistent management of accidents and incidents, with the ultimate goal of minimizing risk and harm to service users, staff, and visitors. It defines procedures for reporting, investigating, and recording accidents and incidents.

Scope:

This policy applies to all staff, contractors, and volunteers working within Lilac Alliance, Inc. It covers accidents and incidents occurring within our premises and during the course of service delivery.

Legislation:

The policy complies with the legislative framework and guidance mentioned in the policy overview.

Glossary of Terms and Conditions:

- **Injury:** Physical harm or damage to an individual's health.
- **Risk Assessment:** The process of identifying, assessing, and mitigating potential risks.
- **Adverse Incidents:** Any incident, including accidents, that result in harm to service users, staff, or visitors.

Roles and Responsibilities:

Staff Responsibilities:

All staff members are responsible for:

- Identifying and reporting accidents and incidents promptly.
- Participating in risk assessments and safety measures.
- Cooperating in investigations and implementing preventive measures.
- Documenting incidents and near-misses.

Procedure Guidelines:

1. Eliminate / Reduce Risks:

- Lilac Alliance will continuously identify and assess risks to service users and staff.
- Risk assessments will inform the development of preventive measures.

2. Training:

- Staff will receive appropriate training to identify and manage risks and incidents.
- Training will include safe practices and proper use of equipment.

3. Development of Systems:

- Systems will be developed and maintained to facilitate effective reporting and management of incidents.
- These systems will include clear reporting pathways and communication channels.

4. Personal Risk Assessment:

- Service users will undergo personal risk assessments to identify potential risks in their care plans.

5. Principles of Safer Moving and Handling:

- Staff will adhere to safe moving and handling practices to prevent injuries.
- Proper equipment will be provided for safe patient handling.

6. Explanation & Record of Assessment:

- Service users, staff, and visitors will receive an explanation of the accident and incident reporting process.
- A record of risk assessments, incidents, and near-misses will be maintained.

7. Special Considerations:

- Special considerations will be given to vulnerable service users, including children, elderly, or disabled individuals.

8. Handling of Pre-Planned High Risk:

- Pre-planned high-risk activities will be managed with strict adherence to safety protocols.
- Contingency plans will be in place to mitigate potential incidents.

9. Adverse Incidents:

- Adverse incidents will be reported and investigated thoroughly.
- Lessons learned will inform preventive measures.

10. Records:

- Records of incidents, risk assessments, and preventive measures will be maintained.
- Confidentiality and data protection principles will be observed.

11. Implementation:

This policy will be communicated to all staff, contractors, and volunteers. Compliance will be monitored and enforced.

12. Revision and Audit:

This policy will be regularly reviewed to ensure compliance with legislation and best practices. Audits will be conducted to assess the effectiveness of this policy and identify areas for improvement.

Completed on Date 26/05/2023.

Review Date 25/06/2026