



# LITTLE FLOWER ENGLISH SCHOOL DUBAI

## INCIDENT / ACCIDENT INVESTIGATION POLICY

This policy & procedures are reviewed annually to ensure compliance with current regulations.

Approved/ Reviewed by	
Policy Lead	DR. SHAFIA
Role	SCHOOL DOCTOR
Date of review	21-03-2024
Date of next review	21-03-2025
Signature	

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	TITLE: <b>INCIDENT/ACCIDENT          INVESTIGATION POLICY</b>	REVISION No. EFFECTIVITY DATE	0 02-09-2018

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Prepared By: School Administrator	Reviewed By: School Principal	Approved By: School Principal
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## PURPOSE

To establish a procedure for recording, investigating and analyzing school-related incidents at Little Flower English School.

## 2. RESPONSIBILITIES

- 2.1 It is the responsibility of the School Principal, School Administrator, and Appointed School HSE Officer to comply with the requirements in preparing the investigation report in any cases and submitted to School Administration for evaluation and validation.
- 2.2 It is the responsibility of School Principal and School Administrator to do the cross examination and investigation.
- 2.3 It is the responsibility of the School Principal and School Administrator to ensure that these procedures are properly implemented and School Staff/School Teachers requiring the use of this procedure have access to it.

## 3. SCOPE OF APPLICATION

This procedure shall apply to all school activities of Little Flower English School included within the scope School HSE Management System and shall be administered by the school management.

### REFERENCE AND/OR RELEVANT DOCUMENTS

- 3.1 School Accident Register- LFES-HSE 04
- 3.2 School Weekly Accident Report- LFES-HSE 05

## 4. DESCRIPTION/PRINCIPLES

### 5.1 Incident Scene Preservation

The scene of the incident must not be disturbed until a full investigation has been concluded, except when the scene must be disturbed or made safe for the purpose of protecting the health and safety of a person (Students/Teachers), aiding an injured person involved in an incident, taking action to make the school facilities safe or to prevent a further occurrence of an incident.

### 5.2 Incident Investigation and Documentation

When an incident has been reported, an investigation must be carried out within 24 hours of the event by the School Principal, School Administrator, and Appointed School HSE Officer.

All events leading up to the incident shall be reviewed. The investigation shall:

- Identify causes or contributing factors including design, environmental, behavior or management factors.



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- Identify problem areas in the school facilities or particular hazards.
- Recommended corrective actions.
- Provide information that can be used to formulate preventive actions.
- Provide information that can be used to analyze the need for training programs.

All investigations must be documented and maintained. Identified corrective actions and opportunities for preventive actions shall be documented and assessed prior to implementation.

### 5.3 Investigation Process

An immediate inspection of the site/scene should be conducted. Inspection should provide an objective assessment of the severity of the incident.

#### 5.3.1 Establishment of the events leading up to the incident, this may include:

- What was the system of work being carried out?
- What were the instructions given for the school activities?
- Were there any variations for the instructions of safe work system?
- What were the school facilities conditions such as lighting, floor surface, and stair treads, warning signs and weather conditions if the incident occurred outside?
- What was the exact location of the incident?
- What type of transport or equipment was used?

#### 5.3.2 Facts of the incident itself

- The state of the systems and the actions that occurred at the moment of the incident.
- Who were the persons directly involved and those involved at a distance, if any?
- What tools, equipment, material and fixtures were directly concerned?
- Time of the incident.

#### 5.3.3 Relevant facts of what occurred immediately after the incident.

- The injury or damage directly resulting from the incident.
- The events leading to consequential injury or damage.
- The persons involved, including those rendering first aid.
- Any problems in dealing with the injuries or damage.

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**5. VERIFICATION**

The procedure shall be reviewed at least once a year during school management review meetings

The activities of school staff with respect to this procedure shall be subject to regular internal audits by the Appointed School HSE Officer, School Principal and/or the Internal Auditors.

**6. APPROVAL**

The School Principal of Little Flower English School has approved this procedure.



# LITTLE FLOWER ENGLISH SCHOOL

## WEEKLY ACCIDENT REPORT

Please find below the details of the accident/s for the period ..... to .....

Date	Accident #	Grade /Department	Name/s of person	Type (minor / major)	Details of Accident	Corrective Actions

Prepared by: SA-HSEO

Date:



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