

BRITANNICA INTERNATIONAL SCHOOL, SHANGHAI

Accident Report Policy

Updated August 2024

Approved by:	Paul Farrell	Date: 30 th August 2024
Last reviewed on:	August 2023	
Next review due by:	August 2025	

Purpose: This policy outlines the procedure for reporting accidents and incidents that occur within the premises of Britannica International School, Shanghai aiming to ensure the safety and well-being of students, staff, and visitors.

Reporting Procedure:

1. Immediate Response:

- In the event of an accident or incident, the nearest staff member or witness must provide immediate assistance to the injured party and ensure their safety.
- If necessary, call emergency services (e.g., ambulance, fire brigade) immediately.

2. Notify Supervisor or Designated Personnel:

- The staff member witnessing or responding to the accident/incident must inform their supervisor or designated personnel promptly.
- If the supervisor is unavailable, notify the designated backup personnel or the school administration.

3. Accident/Incident Report Form:

- Complete an accident or incident report form as soon as possible after the occurrence.
- Include detailed information such as the date, time, location, nature of the incident, individuals involved, and witnesses.
- Describe any injuries sustained and the actions taken to address the situation.

4. Medical Attention:

- Arrange for medical attention or first aid for the injured party, as necessary.
- Ensure that a trained first aider or medical professional attends to the injured individual promptly.

5. Document and File:

- Submit the completed accident or incident report form to the designated administrative personnel or health and safety officer: Alex Xue, axue@support.orbital.education
- File a copy of the report in the school's records for documentation and future reference.

Follow-Up Actions:

1. Investigation:

- Alex Xue to conduct a thorough investigation into the circumstances surrounding the accident or incident to identify contributing factors and prevent recurrence.
- Involve relevant stakeholders, such as supervisors, health and safety officers (where appropriate, the Regional Head of Schools/ RHoS), and witnesses, in the investigation process. A copy of the report must be shared with the Principal, Head of Operations/ School Business Manager or Head of Admin / Admin Lead and the RHoS.

2. Corrective Measures:

- Implement corrective measures or safety improvements based on the findings of the investigation to mitigate risks and enhance safety protocols.
- Communicate any changes or updates to relevant staff members and stakeholders.

3. Support and Follow-Up:

- Provide necessary support and follow-up to the individuals involved in the accident or incident, including medical assistance, counselling, or any other required services.
- Monitor the progress of any injured parties and ensure they receive appropriate care and attention.

Review and Evaluation:

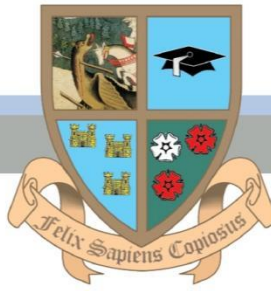
1. Regular Review:

- The Head of Admin will periodically review accident and incident reports to identify trends, patterns, or areas of concern. A report of the findings will be submitted to the Principal and the RHoS.
- Use this information to enhance safety procedures, training programmes, and risk mitigation strategies.
- This policy will be reviewed by the Head of Admin / Principal annually

2. Continuous Improvement:

- Continuously improve the accident reporting and response process based on feedback, lessons learned, and best practices.
- Encourage staff members to provide input and suggestions for improving safety protocols and procedures.

By adhering to this Accident Report Policy, Britannica International School, Shanghai aims to maintain a safe and secure environment for all individuals within its premises and promote the well-being of its community members.



BRITANNICA INTERNATIONAL SCHOOL, SHANGHAI

意外报告政策

更新于 2024 年 8 月

批准人: Paul Farrell 日期: 2024 年 8 月 30 日

上次审查时间: 2023 年 8 月

下次审查时间: 2025 年 8 月

目的：本政策概述了在上海不列颠英国外籍人员子女学校发生的事故和事件的报告程序，旨在确保学生、员工和访客的安全和健康。

报告程序：

1. 立即反应：

- 发生事故或事件时，最近的工作人员或证人必须立即向受伤方提供援助并确保其安全。
- 如有必要，立即呼叫紧急服务（如救护车、消防队）。

2. 通知主管或指定人员：

- 目击或应对事故/事件的工作人员必须及时通知其主管或指定人员。
- 如若主管不在，通知指定的后备人员或学校行政部门。

3. 意外/事件报告表

- 事故发生后尽快完成事故或事件报告表
- 内容包括详细信息，如日期、时间、地点、事件性质、涉及的个人和证人。
- 描述遭受的任何伤害以及为解决这种情况而采取的行动。

4. 医疗：

- 如有必要，为受伤方安排医疗或急救。
- 确保训练有素的急救人员或医疗专业人员及时处理受伤人员。

5. 文件及档案

- 将填写好的事故或事件报告表提交给指定的行政人员或健康和安全管理主管：Alex Xue, axue@support.orbital.education
- 在学校档案中存档一份报告副本，以备日后参考。

后续行动：

1. 调查：

- Alex Xue 对事故或事件的情况进行彻底调查，以确定促成因素并防止再次发生。
- 让相关利益攸关方参与调查过程，例如监督员、健康和安全管理主管（适当时，学校区域主管）和目击证人。报告的副本必须与校长、运营主管/学校业务经理或行政主管/行政主管共享。

2. 纠正措施

- 根据调查结果实施纠正措施或安全改进，以降低风险并加强安全方案
- 任何变更或更新与相关员工和利益相关者沟通

3. 支持和跟进

- 与事故或事件有关的个人提供必要的支持和后续行动，包括医疗援助、咨询或任何其他所需的服务。
- 记录受伤人员的康复情况，确保他们得到适当的照顾和关注

评审与评价

1. 定期审查

- 行政主管将定期审查事故和事件报告，以确定趋势、模式或关注领域有关调查结果的报告
- 使用此信息来提高安全程序、培训计划和风险缓解策略
- 该政策将由行政主管/校长每年审查一次

2. 持续改进

- 根据反馈、经验教训和最佳实践，不断改进事故报告和响应流程
- 鼓励员工为改进安全规程和程序提出意见和建议。

通过遵守意外报告政策，上海不列颠英国外籍人员子女学校将为所有的在校学生和员工创造一个安全可靠的校园环境。