BRITANNICA INTERNATIONAL SCHOOL, SHANGHAI

Accident Report Policy

Updated August 2026

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 Director of Education (DoE)), 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 DoE.

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 DoE.
    - 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.