



## **Accident and Incident Policy**

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### **Policy Statement**

The health, safety and wellbeing of all children, staff, and visitors is our highest priority. This policy sets out how we prevent, respond to, record, and review accidents and incidents to ensure a safe and supportive environment.

We are committed to:

- Providing a safe environment that minimises the risk of accidents and incidents.
- Responding promptly, calmly, and effectively to any accident or incident that occurs.
- Ensuring that all accidents and incidents are reported, recorded, and reviewed to prevent recurrence.
- Complying with all relevant legislation, including health and safety regulations and safeguarding requirements.

### **Scope**

This policy applies to all staff, volunteers, children, parents/carers, and visitors participating in activities organised by Play Inclusion Project.

### **Definitions**

- **Accident** – An unplanned event that results in injury or ill health.
- **Incident** – An unplanned event that has the potential to cause harm, including near-misses and behavioural incidents.

### **Procedures**

#### **Prevention**

- ☐ Area Managers and Group Supervisor to carry out daily checks of the venue, equipment and ensure all venues and activities have been risk assessed.
- ☐ Area Managers are trained in first aid, manual handling, safeguarding, and safe supervision. Group Supervisors and Support Staff also receive relevant training
- ☐ Area Managers to complete staff rotas ensuring the correct adult to child ratios are in place at each session. Ratios are 2 children to 1 staff for Break Time children, for Blackpool children and Break Time Plus children the ratio is that outlined by the child's social worker and stated on their referral form.

Updated August 2025  
By Joanne Barnes

## Response

- ☐ When responding to an accident/incident attend to the affected person immediately ensuring their safety and comfort
- ☐ Support staff must remove other children from the area and use distraction techniques for the child they are supporting if necessary
- ☐ If the initial responder is not the named first aider they should call for the first aider who is to deal with any injuries
- ☐ Inform parents/carers as soon as practicable.
- ☐ If the injured person is a staff member inform their emergency contact.

### **If an injury requires immediate medical attention:**

- ☐ Dial 999 and explain the situation calmly and clearly, giving the exact location and building details.
- ☐ One member of staff (usually the Group Supervisor) should accompany the injured party in the ambulance along with the paramedics.
- ☐ The remaining supervisor, should contact the individual's emergency contact and request that they go to the hospital to meet you there. Emergency contacts should not come to the setting as this would waste valuable time.
- ☐ Once parents/carers arrive at hospital the staff member can return to the session

## **Responding to incidents between children/young people**

There will be instances when children trigger each other and support staff will need to step in to deal with incidents. Profile booklets will be on site and action taken should, wherever possible be in line with the child's care plan.

If a particular child is persistently involved in incidents an ABC form should be completed to ascertain any particular patterns or triggers to behaviour.

## Recording

- ☐ Complete an accident or incident form whichever is most relevant to the situation
- ☐ Record details including date, time, location, description of what happened, first aid administered, details of information passed to parents/carers, action taken and follow up required

- ☐ Witnesses are to complete a witness testimony form
- ☐ Any incidents between children should be recorded on the incident form.
- ☐ If a particular child is persistently involved in incidents an ABC form should be completed to ascertain any particular patterns or triggers to behaviour.
- ☐ All forms are to be signed by the relevant staff and parents/carers.
- ☐ All forms are to be handed to the CEO for review and secure storage

### **Reporting Serious Accidents/injuries**

Reporting accidents and ill health at work is a legal requirement. The information enables the Health and Safety Executive (HSE) and local authorities, to identify where and how risks arise, and to investigate serious accidents. They can then help provide advice on how to reduce injury, and ill health in your workplace.

- If major injury/death or over-three-day injury has occurred then it is a legal requirement to report the accident/incident to RIDDOR (Reporting Injuries, Diseases and Dangerous Occurrences Regulations 1995)
- Reports to RIDDOR can be made by the CEO or the employee themselves by completing the online form.
- A copy of the information reported to RIDDOR will be sent to the employers regardless of who has submitted the report.

For most businesses, a reportable accident, dangerous occurrence, or case of disease is a comparatively rare event, but it does occasionally happen and must be reported.

