

## First Aid.

# Procedure for Reporting, Recording & Reviewing Accidents, Incidents & Near Misses

## Policy statement

Equip Education believes that there are lessons to be learned from accidents, incidents or near misses - which may occur despite the most robust risk assessment and risk management process being in place. As a consequence of Equip Education having this policy, there is a defined procedure in place for reporting and recording any accidents, incidents and/or near misses that may occur. All Equip Education staff members will be made aware of this procedure during induction and through regular refresher training after that.

## Opportunity to learn

Equip Education knows that accidents, incidents and near misses - particularly those which are recurring - can be indicators of organisational risk (including a risk to safeguarding) which needs to be managed. Therefore, Equip Education's risk assessment documentation and process makes reference to reported accidents, incidents and near misses.

**Equip Education will ensure that the learnings that come from reporting, recording and reviewing accidents, incidents and near misses are:**

<b>a.</b>	Identified and disseminated to Equip Education staff members during staff meeting.
<b>b.</b>	Used to inform changes in Equip Education practice, policy, procedures and processes.

**Where an accident, incident or near miss is in some way connected to a safeguarding matter, it will immediately be drawn to the attention of Equip Education's Board Safeguarding Lead (SSM) and DSO for appropriate action.**

**Staff must complete the Accident/Incident/Near Miss Report Form (is available from Equip Education's DSO) whenever there is an incident.**

**Further information relating to the Procedure for Reporting, Recording & Reviewing Accidents, Incidents & Near Misses can be found in Equip Education's Health & Safety Handbook.**

**Equip Education will review this Procedure for Reporting, Recording & Reviewing Accidents, Incidents & Near Misses and best practice at least annually. In addition, more frequent reviews will be undertaken following a change in safeguarding legislation; following the implementation of a new activity or service which involves contact with children and/or adults at risk; following a safeguarding incident within Equip Education (or one which directly concerns or affects Equip Education); and/or following a significant organisational change.**

**Reviewed & Updated:  
September 2025**

**Next Review September 2026**