

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:	
a.	Identified and disseminated to Equip Education staff members during staff meeting.
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