

Accident and Incident Policy

Policy Management	
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Signed:	Date:

1. Purpose

This policy outlines how we respond to and learn from accidents, injuries, and near-misses at Bee-Able CIC.

2. Our Approach

We:

- ☒ Take immediate action to support the person affected
- ☒ Ensure at least one member of staff on duty has a valid first aid certificate
- ☒ Record and report incidents accurately
- ☒ Use incidents to improve practice and safety

3. Responding to Incidents

Staff will:

- Provide basic first aid (if trained)
- Contact emergency services if needed
- Inform parents/carers promptly



- Complete an accident/incident form

4. Recording

Records include:

- Date, time and location
- Names of those involved
- What happened and any injuries
- Action taken
- Signatures from staff and parents/carers

All records are stored securely.

5. Reporting

Serious incidents may also be reported to:

- Health & Safety Executive (RIDDOR)
- Local safeguarding boards

6. Follow Up

- Risk assessments will be reviewed
- Staff involved may receive support
- Patterns will be analysed to reduce risk

7. Monitoring and Review

We will review our practices regularly and this policy every year to make sure it stays relevant and effective.