



Brynteg Tigers Out of Hours Club

Accident & Incident Reporting Policy

Approved by: Michelle Firth

Policy Reviewed: September 2026

Next Review Due: September 2027

Responsible Individual: Michelle Firth

1. Policy Statement

Brynteg Tigers Out of Hours Club is committed to maintaining a safe environment for all children, staff, parents, carers, and visitors. We aim to prevent accidents and respond appropriately when incidents occur.

All accidents, incidents, and near misses are:

- Recorded accurately and promptly
- Investigated where necessary
- Reported to parents/carers
- Monitored for patterns
- Reported to CIW or other statutory bodies when required

We comply with CIW National Minimum Standards, Welsh health & safety legislation, RIDDOR, and UK GDPR.

2. Scope

This policy covers:

- **Accidents** resulting in injury to children, staff, or visitors
- **Incidents** that did not cause injury but had the potential to (near misses)
- **Behaviour incidents** requiring staff intervention
- **Head injuries** (always treated as significant)
- **Safeguarding incidents or concerns**
- **Environmental hazards** that pose a risk

3. Responsibilities

Responsible Individual / Health & Safety Lead

- Ensures this policy is implemented and reviewed annually
- Monitors patterns in accidents/incidents and acts to reduce risks
- Reports serious incidents to CIW and statutory bodies (e.g., RIDDOR)
- Ensures staff are trained in first aid and incident reporting

All Staff

- Record accidents/incidents promptly, factually, and without judgement
- Provide first aid where necessary
- Notify parents/carers immediately for injuries or significant incidents
- Escalate serious or unusual incidents to the Responsible Individual
- Complete dynamic risk assessments following incidents

Parents / Carers

- Inform staff of any pre-existing injuries or medical conditions
- Sign the accident/incident log upon collection
- Provide updated medical information when needed

4. Procedure

Minor Accidents / Incidents

1. Staff provide first aid as needed
2. Complete the Accident / Incident Log (factual, clear, no blame)
3. Inform parent/carer at collection
4. Parent/carer signs the log

Major Accidents / Incidents

1. Call emergency services if required
2. Inform the Responsible Individual immediately
3. Record full details in the Accident / Incident Log
4. Notify parents/carers as soon as possible
5. Report to CIW and/or RIDDOR if legally required
6. Complete follow-up risk assessment and review procedures

Head Injuries

- Always recorded as significant
- Parents contacted immediately
- Child monitored throughout the session
- Head injury monitoring sheet completed

Near Misses

- Recorded in the Incident Log
- Reviewed to prevent future accidents
- May trigger updates to risk assessments

5. Recording

All accidents/incidents are logged with:

- Child's/staff/visitor name
- Date, time, and location
- Description of incident (factual, no assumptions)
- Injury sustained (if any)
- First aid or action taken
- Names of witnesses/staff involved
- Parent/carer notification and signature
- Follow-up actions required

Record Storage

- Stored securely for at least 3 years
- Serious injury or safeguarding records kept longer in line with statutory guidance
- Records stored in compliance with UK GDPR

6. Review & Monitoring

- The Responsible Individual reviews logs regularly to identify patterns or recurring risks
- Findings may lead to:
 - Updated risk assessments
 - Changes to environment or equipment
 - Additional staff training
 - Policy updates
- Policy reviewed annually or after any serious incident



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Accident / Incident Log Template

Date and time	
Child/Staff Member	
Location	
Description of accident/incident	
Action taken	
Staff name and signature	
Parent/carer notified	
Parent/carer signature	
Follow up/review notes	