

Thriveology Wellness CIC

Accident Reporting Procedure.

September 2025



ACCIDENT REPORTING PROCEDURE

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INTRODUCTION

The purpose of this Accident Reporting Procedure is to ensure that all accidents, incidents, and near misses are reported, recorded, and investigated in a timely manner to enhance safety and prevent future occurrences within Thriveology.

This procedure applies to all employees, volunteers, and visitors at Thriveology. It covers all types of accidents and incidents that occur on the premises or during work-related activities.

DEFINITIONS

Accident: An unplanned event that results in injury, illness, or property damage.

Incident: An event that could have resulted in an accident but did not.

Near Miss: An event that could have caused an accident but did not due to fortunate circumstances.

RESPONSIBILITIES

Employees: All employees must report any accidents, incidents, or near misses immediately to their supervisor or designated safety officer.

Managing Director: The managing director are responsible for ensuring that accidents are reported and for initiating the investigation process.



First Aid Officer: The designated first aid officer will oversee the reporting process, ensure proper documentation, and coordinate investigations.

ACCIDENT REPORTING PROCEDURE

Step 1: Immediate Response

1. **Ensure Safety:** Ensure that the area is safe before providing assistance. If necessary, call emergency services (e.g. 999 or 111) for serious injuries.
2. **Provide First Aid:** Render first aid to the injured party if qualified to do so, while waiting for professional medical assistance if required.

Step 2: Reporting the Accident

1. **Notify:** The injured child, employee or a witness must notify a member of staff or the designated safety officer as soon as possible.
2. **Complete an Accident Report Form:** The staff member or first aid officer will complete an Accident Report Form.

This form should include:

- Date, time, and location of the accident.
- Names and contact information of individuals involved and any witnesses.
- A detailed description of the accident, including the circumstances leading up to it.
- Nature and extent of injuries sustained.
- Any immediate actions taken (e.g., first aid administered).



Step 3: Investigation

1. Accident Investigation: The managing director, in conjunction with the first aid officer, will conduct an investigation to determine the cause of the accident. This may include:
 - Reviewing the Accident Report Form.
 - Interviewing witnesses.
 - Inspecting the accident scene.
 - Reviewing any relevant safety procedures or equipment.
2. Identify Preventive Measures: Based on the investigation findings, identify corrective actions to prevent similar accidents in the future. This may involve changes to procedures, additional training, or equipment modifications.

Step 4: Documentation and Follow-Up

1. Record Keeping: All completed Accident Report Forms and investigation findings will be maintained in a secure location by the first aid officer. These records will be kept for a minimum of three years in accordance with legal requirements.
2. Follow-Up with Injured Parties: The first aid officer should follow up with any injured children or employees to monitor their recovery and ensure they receive any necessary support.

Step 5: Review and Analysis

1. Monthly/Quarterly Review: The first aid officer will review accident reports regularly to identify trends or recurring issues. This analysis will inform safety training and policy updates as necessary.
2. Reporting to Management: The first aid officer will provide periodic reports to management regarding accidents, incidents, and the effectiveness of preventive measures.



TRAINING

All employees will receive training on this Accident Reporting Procedure as part of their health and safety orientation. Ongoing training will be provided as necessary.

POLICY REVIEW

This Accident Reporting Procedure will be reviewed annually or as needed to ensure its effectiveness and compliance with relevant regulations.

Review Date: SEPT 2026

CONTACT INFORMATION

For questions or concerns regarding this procedure, please contact the First Aid Officer; Mrs Aimee Northcote at aimee@thriveology.co.uk