



# ACCIDENT/INCIDENT POLICY

STAGES THEATRE ARTS considers health and safety to be of utmost importance. We comply with the Health and Safety at Work etc. Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 at all times. This Accident/Incident policy sets out how we respond to and record accidents, incidents and near misses during any STAGES THEATRE ARTS activity (classes, rehearsals, performances, trips, workshops and events).

STAGES THEATRE ARTS has appropriate insurance cover, including employer's liability insurance, public liability insurance and professional indemnity insurance.

Each member of staff including volunteers and visiting artists/practitioners follows this policy and is responsible for:

- Maintaining a safe environment.
- Taking reasonable care for the health and safety of themselves and others attending STAGES THEATRE ARTS.
- Reporting all accidents, incidents and near misses which have caused injury or damage or may do so in the future.
- Undertaking relevant health and safety and first aid training when required to do so by the manager.
- Completing the STAGES THEATRE ARTS Accident/Incident Log where required and ensuring parents/carers are informed.

Any member of staff who disregards safety instructions or recognised safe practices will be subject to disciplinary procedures.

## **Responsibilities Of The Registered Person**

The manager & designated health and safety officer is B. Vincent.

The Registered Person ensures that:

- All staff receive information on accident/incident procedures and receive training where necessary.
- This policy and related procedures are reviewed regularly.
- Staff understand and follow accident/incident reporting and recording procedures.
- Resources are provided to meet responsibilities including first aid provision, emergency arrangements and suitable resourcing.
- All accidents, incidents and dangerous occurrences are properly reported and recorded. This includes informing the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) where appropriate.
- All reported accidents, incidents and dangerous occurrences are reviewed, so that preventative measures can be taken.
- A working telephone is available on the premises at all times and emergency contact details are accessible.

- Appropriate first aid provision is available, including a stocked first aid kit for on-site and off-site sessions.
- Staff ratios and levels of supervision are appropriate to the number, ages and abilities of the children present and to the risks associated with the activities being undertaken.
- Any hazards are identified and controlled and any defective equipment or unsafe areas are made safe immediately.

### **Accidents, Incidents And Near Misses**

For the purposes of this policy:

- An accident is an unplanned event that results in injury/ill-health or damage (for example a trip, fall, collision or cut).
- An incident is an event that could affect safety or wellbeing (for example a behavioural incident causing harm, a missing child, a fire alarm, or a medical episode).
- A near miss is an event that could have caused harm but did not.

### **Immediate Action And First Aid**

In the event of an accident/incident, staff will:

- Stop the activity and make the area safe.
- Assess the casualty and provide first aid within the limits of their training.
- Call 999 where required (for example serious injury, breathing difficulty, seizure, loss of consciousness, suspected spinal injury, severe bleeding or severe allergic reaction).
- Ensure the rest of the group remains appropriately supervised.
- Contact the parent/carer as soon as reasonably practicable and agree next steps (collection, GP review or A&E where appropriate).

### **Head Injuries**

STAGES THEATRE ARTS treats head injuries with particular care. Staff will:

- Assess and monitor the child/young person.
- Review the child's condition after 15 minutes and continue to review at 15-minute intervals if concerns remain.
- Inform the parent/carer the same day and advise home monitoring.
- Call 999 if symptoms develop or worsen (for example vomiting, severe headache, increasing drowsiness, confusion, seizure, unequal pupils or loss of consciousness).
- Not allow a child with suspected concussion to continue physical activity.

### **Recording And Reporting**

All accidents/incidents are properly reported and recorded. This includes:

- Completing the STAGES THEATRE ARTS Accident/Incident Log for any injury requiring first aid, any significant incident, any incident involving emergency services or hospital treatment, and any near miss that could have caused harm.
- Ensuring the record includes: child's details; date/time and location; what happened; witnesses; injuries; body location; actions/treatment given; and staff/parent signatures.
- Ensuring a copy is made of the fully completed form. The original is given to the parent/carer and the copy is placed in the Accident/Incident File.

**Review And Prevention**

All reported accidents, incidents and near misses are reviewed so that preventative measures can be taken. This may include:

- Updating risk assessments.
- Adjusting activity planning, supervision or room layout.
- Repairing or replacing equipment.
- Additional staff briefing or training.

**Confidentiality And Data Protection**

Accident/incident records contain personal data and are stored securely. Information is shared only with those who need to know (for example parents/carers, emergency services, insurers or relevant authorities where required). Records are retained in line with our data retention approach and legal/insurance requirements.

**RELATED POLICIES**

Administering Medication, Fire Safety, Intimate Care, Missing Child, Risk Assessments, Safeguarding, Safer Recruitment, Uncollected Child, Use Of Technology and Visitors.

This policy was adopted by:

This policy was adopted by: STAGES THEATRE ARTS	Date: 1 <sup>st</sup> March 2026
To be reviewed: 1 <sup>st</sup> March 2027	Signed: <i>BC Vincent</i>

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2025): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.77 – 3.86].