

MY OASIS

Therapeutic Alternative Provision

Accident & Incident Recording and Reporting Policy

2026/2027

Date of Last review: February 2026

Date of Next review: February 2027



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Purpose

This policy sets out how My Oasis Therapeutic Alternative Provision/CLPS Ltd records, reports, and responds to accidents, incidents, dangerous occurrences, and emergencies. It aims to protect the health, safety, and well-

being of students, staff, volunteers, and visitors, and to ensure compliance with current UK legislation, statutory guidance, and safeguarding requirements, including Keeping Children Safe in Education.

Scope

This policy applies to all employees, volunteers, students, and visitors on the premises.

Safeguarding concerns, child protection matters, and behavioural incidents between students are not covered by this policy and must be managed in line with the Safeguarding and Child Protection Policy, in accordance with KCSIE.

Definitions

Accident

An accident is an unplanned, unintended event that results in injury, ill health, or damage.

Example: tripping and injuring a knee.

Incident

An incident is an unplanned event that results in, or could result in, injury, ill health, damage, or loss. This includes deliberate acts by another person.

Example: being pushed and injured; a fire alarm activation caused by smoke.

Near Miss / Dangerous Occurrence

A near miss or dangerous occurrence is an incident that did not result in injury or harm but had the potential to do so.

Example: a gas leak discovered before anyone is harmed.

Child protection matters and/or behavioural incidents between children are not regarded as incidents for the purposes of this policy and are managed under safeguarding policies and procedures in line with KCSIE.

Legal Framework

This policy is informed by and complies with current UK health and safety legislation and statutory guidance relevant to education and care settings. In particular, My Oasis/CLPS Ltd adheres to the Health and Safety at Work etc. Act 1974, which places a duty on employers to ensure, so far as is reasonably practicable, the health, safety, and welfare of employees and others who may be affected by their activities.

My Oasis also complies with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), which require certain work-related accidents, specified injuries, occupational diseases, dangerous occurrences, and deaths to be reported to the Health and Safety Executive (HSE) and appropriately recorded.

In meeting these duties, My Oasis follows relevant Health and Safety Executive (HSE) guidance and recognised good practice to ensure effective accident reporting, investigation, risk management, and continuous improvement in health and safety arrangements.

This policy operates alongside statutory safeguarding guidance, including Keeping Children Safe in Education, to ensure the welfare of students is prioritised at all times.

Recording Accidents

All accidents, incidents, and dangerous occurrences must be recorded promptly in the Accident Book. Records must include the date, time, location, nature of the event, who was affected, witnesses, treatment given, and any follow-up action.

Records of safeguarding-related concerns /incidents must instead follow procedures set out in the Safeguarding and Child Protection Policies.

Accidents are investigated and reviewed regularly by the SLT to identify hazards and reduce future risk, supporting a safe environment for all students and staff.

Emergency Response

On discovery of an incident which requires emergency response, staff must report it to the appropriate emergency services such as fire, police or ambulance, if required.

In case of a gas leak emergency, you must call the National Gas Emergency Service at 0800 111 999.

To report an electrical emergency, you must call 105.

If an incident occurs before students arrive, a risk assessment will determine if the premises are safe. The setting may offer a limited service or temporarily close if needed. If an incident occurs while students are in our care and evacuation is required, the Emergency Evacuation Policy must be followed.

Criminal Incidents

All criminal incidents will be reported to the police for investigation, and guidance from the police will be followed on any actions to be taken. All relevant observations must be included in the Accident Book/ reported to the DSL if applicable. Safeguarding requirements will also be adhered to if students are involved.

Informing Parents and Guardians

Parents and guardians must be informed of any accident or incident affecting their child. Staff must provide clear details of what happened, any treatment or support provided, and any follow-up actions. This communication should be documented in the Accident Book and HubMis and may be done via phone call or in-person discussion, followed by an email, depending on the severity of the incident.

Reporting to External Bodies

Ofsted

Ofsted will be notified as soon as reasonably practicable, and no later than 14 days, of any serious accident, injury, illness, or death involving a child or adult while on the premises or in our care, or any food poisoning affecting two or more individuals.

Local Authorities and Mainstream Schools

Local Authorities and, if applicable, the student's Mainstream School are informed of any serious accident, injury, illness, or death involving a child or vulnerable adult in our care.

Health and Safety Executive (HSE)

Under RIDDOR, My Oasis reports:

- Work-related accidents resulting in hospital treatment for a member of the public.
- Specified injuries to employees (e.g., fractures, head injuries, burns, amputations).
- Work-related injuries causing employees to be off work for seven consecutive days.
- Occupational diseases or illnesses.
- Deaths connected to work-related accidents.

Roles and Responsibilities

All staff and volunteers are responsible for recording any accidents or incidents they experience or witness and for supporting others to complete records where necessary. Incidents must be reported promptly to the SLT to ensure appropriate action is taken.

The SLT reviews accident records regularly, identifies recurring issues or hazards, and escalates concerns to the Headteacher.

The Headteacher has overall responsibility for ensuring appropriate action is taken following accidents and incidents, liaising with external agencies, and implementing corrective measures to reduce risk and prevent recurrence.

Specific Incident Procedures

To ensure the safety of students, staff, and visitors, all significant incidents are categorised and managed according to the relevant policy. Emergency services are contacted when necessary, and all actions are clearly documented in the Accident Book.

Lockdown Policy

Activated in response to intruders or suspicious individuals outside the premises. Ensures that students and staff are secured safely indoors while the situation is assessed.

Emergency Evacuation Policy

Applied in response to hazards requiring immediate evacuation, such as fire, gas leaks, or electrical failures. Staff must assist students to evacuate safely, follow evacuation routes, and ensure emergency services are contacted promptly.

Critical Incidents Policy

Applied to major security threats, including terrorist threats or bomb scares. Staff must implement critical incident evacuation procedures, secure the premises, and coordinate with emergency services.

Related Policies

This policy should be read alongside other My Oasis policies to maintain a consistent approach to health, safety, and safeguarding. For further guidance:

Employees: refer to the Employee Handbook.

Agency staff and contractors: refer to the Worker / Agency Handbook.

Students and parents: refer to the relevant Safeguarding Policies.

Transport-related accidents or incidents: refer to the Drivers' Handbook.

In any emergency requiring lockdown, evacuation, or response to a major incident, staff must follow the procedures set out in the Emergency Evacuation Policy, Lockdown Policy, and Critical Incidents Policy.

This policy operates alongside our Health and Safety Policy, First Aid Policy and our Safeguarding Policies.

Review

This policy is reviewed annually, or sooner if there are changes to legislation, guidance, or operational practice.