



Telford Court

Accident, Incident & Near Miss Policy

2026-2027

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1. Policy Statement

The Greenhouse HyFlex Academy is committed to ensuring that all accidents, incidents and near misses are:

- Managed promptly and effectively
- Recorded accurately
- Reported in line with statutory requirements

This supports:

- Learner safety
- Continuous improvement
- Safeguarding of vulnerable pupils, including those who are looked after

2. Legal Framework

This policy complies with:

- Health and Safety at Work etc. Act 1974
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Management of Health and Safety at Work Regulations 1999
- Keeping Children Safe in Education 2026
- Data Protection Act 2018 / UK GDPR

3. Definitions

- Accident: Unplanned event resulting in injury or harm
- Incident: Event that could have caused harm (including behavioural incidents)
- Near Miss: Event with no injury but potential for harm

4. Roles and Responsibilities

Senior Leadership Team

- Ensure:
 - Effective reporting systems
 - Compliance with RIDDOR
 - Regular review of incidents

Appointed First Aiders

- Provide immediate care
- Record accidents promptly
- Report serious incidents immediately

All Staff

- Must:
 - Report all accidents and near misses
 - Follow safeguarding procedures

5. Immediate Response to Accidents

In the event of an accident:

1. Ensure scene safety
2. Provide first aid
3. Call emergency services if required (999)
4. Inform:
 - a. Senior staff
 - b. Parent/carer
 - c. Placing authority (for LAC)

6. Recording Procedures

All accidents must be recorded in:

- Accident Log

Records must include:

- Date, time, location
- Name of injured person
- Description of incident
- Action taken
- Name of reporting staff

Records must be:

- Completed on the same day
- Stored in line with UK GDPR
- Access restricted to authorised staff

7. Reporting Requirements (RIDDOR)

The Academy will report to the Health and Safety Executive (HSE) where required, including:

- Serious injuries (e.g. fractures, head injuries)
- Injuries requiring hospital treatment
- Dangerous occurrences

8. Safeguarding Considerations

- Any accident raising concern must be:
 - Reported to the Designated Safeguarding Lead (DSL)
- Patterns of injury or repeated incidents will trigger:
 - Safeguarding review

9. Investigation and Follow-Up

All significant incidents will be:

- Investigated by Senior Leadership Team
- Reviewed to identify:
 - Root causes
 - Preventative measures

Actions may include:

- Risk assessment updates
- Staff training
- Environmental changes

10. Monitoring and Review

The Senior Leadership Team will:

- Review policy annually
- Analyse accident data termly
- Identify trends (e.g. location, time, cohort)
- Implement improvements

11. Related Policies

This policy must be read in conjunction with the following related policies, which together form The Greenhouse's overarching health and safety framework:

- Health and Safety Policy and Procedure
- Fire Safety Policy and Procedure
- Safeguarding and Child Protection Policy
- UK GDPR Policy and Procedure

This policy has been written by Fiona Conde (Headteacher) and approved by Jonathon Simpson (Business Director).

Jonathon Simpson

Approval Date: June 2026

Review Date: June 2027

Appendix A: Accident Log



Appendix B: Accident Record

Report Number (consecutively)

Report Number (consecutively)

+ Accident Record

1. About the person who had the accident

Name: _____
 Address: _____
 Contact number: _____ Phone: _____

2. About you, the individual filling in this record

Name: _____
 Job title: _____
 Contact number: _____

3. Details of the accident (Continue on the back of this form if you need to)

Date of accident: ____/____/____ Time of accident: _____
 Location: _____
 How and exactly where did the accident happen? _____
 Describe injury/illness and any first aid given: _____
 What was the injured person doing? _____
 Witness name(s): _____
 Details of any action taken: _____

4. Sign and date

Signature: _____ Date: ____/____/____
 Print name: _____ Date: ____/____/____

5. For the employer only

Action taken, if any by employer/appointed person e.g. Reporting RIDDOR, Diseases and Dangerous Occurrences Regulations (for RIDDOR).

Signature: _____ Date: ____/____/____
 Print name: _____ Date: ____/____/____

5. For the employer only

Action taken, if any by employer/appointed person e.g. Reporting RIDDOR, Diseases and Dangerous Occurrences Regulations.

Signature: _____ Date: ____/____/____
 Print name: _____ Date: ____/____/____