**Wild Things Performing Arts CIC**

**Accident Report From**

Any accidents or incidents involving Wild Things Performing Arts staff, tutors, participants or volunteers should be recorded on a copy of this online Accident Report Form, or in a First Aider’s Accident Book, and reported to the Chief Executive.

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| Date of incident: | Time of incident: |
| Location of incident: | |
| Name of injured or ill person: | |
| Details of the incident and injury/illness, and the action taken: | |
| What happened to the injured/ill person immediately afterwards? (Eg. Re-joined the session, went home, went to hospital) | |
| Name of person writing this report: | |
| Signature: | |
| Date and time: | |

The Chief Executive and Directors should review all accidents or incidents to determine if service could be improved to decrease risk in the future. Actions may include:

* Updating policies and procedures
* Updating risk assessments
* Increasing staff training
* Disciplining staff in the event that the Health & Safety policy has been breached.

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| Actions taken, and reasons: |
| Signed and dated by Chief Executive: |

The Chief Executive will report incidents which fall within the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 to the Health and Safety Executive. These incidents include major injuries, accidents resulting in staff being absent from work for more than 7 days, or members of the public going to hospital from the scene of the accident etc.