



Accident and Incident Reporting Procedure

The Cresconova Labs is dedicated to providing a safe learning environment for staff, students, families, and visitors. This policy outlines the steps for reporting and managing accidents, injuries, and incidents to protect everyone from harm.

Purpose and Scope

- Applies to all on-site activities, trips, and events involving staff, students, visitors, and volunteers.
- Covers reporting and management of accidents, injuries, and dangerous occurrences.

Principles

- Every accident or incident must be reported promptly, recorded accurately, and investigated appropriately.
- Staff and students are empowered to report without fear of blame or reprisal.
- Lessons learned will be used to improve practice and reduce future risks.

Responsibilities

- All staff members must act swiftly and appropriately when an accident/incident occurs and highlight new risks.
- Designated First Aiders are responsible for administering first aid and completing the accident register.
- The Chief Creative Officer oversees compliance, reviews logs, and informs trustees as necessary.

Reporting Process

1. Immediate Action:
 - a. Ensure safety, provide first aid, and secure the area if needed.
 - b. Notify senior staff and summon further assistance as required.
2. Recording:
 - a. Fill out the Accident and Incident Report Form as soon as possible.
[Accident/Incident Report Form](#)
 - b. Witnesses and involved parties should submit statements to help establish facts.
 - c. Record injuries, treatment given, and any follow-up actions.



3. Investigation:
 - a. Senior staff investigate to determine causes, contributing factors, and necessary actions.
 - b. Risk assessments are reviewed and updated if needed.
4. External Reporting:
 - a. Incidents that meet statutory thresholds (e.g., serious injuries, dangerous occurrences) must be reported.
5. Follow-Up and Prevention:
 - a. Lessons learned are fed back into safety planning. Records are reviewed regularly for trend analysis and further training.