

Ultimate Kids Ltd

Accident & Incident Policy

Last updated: 27/01/2025

Definitions

Accident

- *“An event that happens by chance or that is without apparent or deliberate cause”*

Incident

- *“An event that had potential to result in injury or harm”*

Purpose


This policy outlines the procedures for reporting, recording, and investigating all work-related injuries, illnesses, accidents, dangerous occurrences, and other significant incidents. It aims to ensure a structured approach to monitoring corrective actions to reduce the likelihood of future occurrences.

This policy applies to employees, contractors, visitors, children on site, and the public.

Reducing the Risk of Accidents

Ultimate Kids Ltd is committed to reducing the risk of accidents by identifying potential risks and conducting thorough risk assessments. Regular site inspections will be conducted to ensure all areas are used appropriately. Staff will be informed of any potential hazards before commencing work, and they will relay relevant information to children in their care. Staff are expected to report any hazards they identify and encourage children to do the same.

First Aid



First aid kits will be checked and refilled on a monthly basis to ensure all essential items are available. Any missing items will be recorded and replaced as soon as possible. If first aid is administered, it must be documented on the accident report form.

Ultimate Kids Ltd ensures that there is always at least one trained first aider on site at all times. Efforts will be made to have all permanent staff trained in first aid. All accidents will be recorded, including details of the injury, treatment provided, and a body map. A copy of the accident report form will be provided to the parent or carer upon collection of the child. Additionally, a record of all accidents and incidents will be maintained in the accident/incident file.

Risk Assessments

Hazards will be identified and assigned a risk rating, with existing control measures reviewed and additional measures implemented where required. Risk assessment is an ongoing process and will be conducted for all relevant areas, including venues, sites, and facilities.

All venues and facilities where Ultimate Kids Ltd services take place will be initially assessed by the site manager. The lead coach will be responsible for understanding and implementing necessary actions to minimize risk. Equipment provided must be safe and suitable for the age of children participating. Regular safety checks will be carried out before each activity session and at the start and end of each season.

Coaches will conduct pre-activity assessments each day, which include inspecting the area for hazards, briefing children on potential risks, and evaluating activity-specific risks.

Procedures for Handling Accidents and Incidents

In the event of an accident or incident, the following procedures will be followed:

1. The child will be reassured and comforted by a member of staff.
2. An initial assessment of the injury will be conducted, followed by appropriate action.
3. If required, first aid procedures will be administered by a trained first aider.
4. Once the child is settled, parents or guardians may be contacted to inform them of the situation and, if necessary, requested to collect their child.

Ultimate Kids Ltd remains committed to ensuring a safe and secure environment for all individuals under its care, striving to mitigate risks and respond effectively in the event of an accident or incident.

