

The Musical Root Accidents, Incidents, and Near Misses Policy

Policy Statement:

At The Musical Root, we prioritize the safety and well-being of all children, staff, and visitors. This policy ensures that accidents, incidents, and near misses are reported, recorded, and reviewed to minimise risks and maintain a safe environment during outdoor practical activities, including the supervised use of tools and fires.

1. Reporting Accidents and Incidents

- **Immediate Action:** In the event of an accident or incident, a qualified first aider must provide immediate first aid and ensure the safety of all individuals involved.
- **Reporting Procedure:** All accidents or incidents must be reported to the Lead Practitioner and recorded in the **Accident and Incident Log**. This includes injuries, near misses, and any event that could potentially lead to harm.
- **Incident Categories:**
 - **Accident:** A sudden event causing harm, injury, or damage.
 - **Incident:** An event or situation that could lead to harm or injury but did not.
 - **Near Miss:** An event where no harm occurred but could have if circumstances were different.

2. Risk Assessment and Safety Measures

- **Pre-Activity Risk Assessment:** Staff will conduct a risk assessment before all outdoor activities, particularly those involving tools, climbing, or working in the woodland. This includes considering weather, terrain, and the children's ability levels.
- **Ongoing Supervision:** Active, on-the-ground supervision is required during all activities. Staff should ensure that children use tools, climb, or interact with natural materials safely.
- **Safety Training:** All staff must undergo training in first aid, child safeguarding, and safe tool handling. Regular tool safety demonstrations should be conducted.

3. Investigating and Reviewing Incidents

- **Investigation:** Following any accident, incident, or near miss, the incident will be investigated by the Lead Practitioner and relevant staff to determine causes, identify hazards, and assess whether the risk assessment needs updating.
- **Review:** The incident and the investigation outcomes will be reviewed during team meetings. Any necessary changes to practices, equipment, or supervision will be implemented.

- **Parent/Guardian Notification:** Parents or guardians will be informed of any accidents, incidents, or near misses involving their child.

4. Record Keeping

- **Accident and Incident Log:** A log will be maintained and reviewed regularly. This log will include the date, nature of the accident/incident, actions taken, and outcomes.
 - **Confidentiality:** All records will be kept confidential and accessible only to relevant staff, parents/guardians, and regulatory bodies.
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5. Policy Review and Improvement

This policy will be reviewed annually or after any significant incident to ensure its relevance and effectiveness. Feedback from staff, children, and parents will be used to continuously improve safety practices.

This concise policy aims to balance safety with the experiential learning opportunities that outdoor activities and tool use offer, ensuring that children have both a safe and enriching experience in the forest school setting.

Sources for policy development:

- Department for Education, *Health and Safety in Schools*
[Health and safety in schools - GOV.UK](#)
- Forest School Association, *Forest School Handbook*
[The Forest School handbook: guidance notes](#)