

Recording the Incident

How to make a factual written record after an accident, protect yourself professionally, and close the loop. Part of Managing Accidents and Incidents in a Yoga Class.

YOGAPROS

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Compliance & Safety

A decorative graphic in the bottom right corner of the page. It consists of a large, solid purple circle representing a head, and a thick, dark purple line representing a body in a yoga pose, specifically a standing balance pose with one leg raised and bent at the knee. The line starts from the bottom right and extends upwards and to the left, then curves around to form the leg and torso.

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◆ INTRODUCTION

This template provides a practical starting point for planning, recording, and reviewing your professional practice. Adapt it to suit your role, teaching environment, students, and any relevant legal, safeguarding, or insurance requirements.

◆ MAKING THE WRITTEN RECORD

As soon as is practical, make a written *record*.

Include:

- Date and time.
- Venue.
- Name of the person involved.
- What happened?
- What you observed.
- Action taken.
- Whether emergency services attended.

- Names and brief statements from any witnesses.
- How and when you followed up with the student, if appropriate.

Keep your notes factual, confidential, and stored securely in line with data protection laws.

◆ FACTS, NOT OPINIONS

Avoid opinions, assumptions, or assigning *blame*.

For example:

- ✓ “A student reported feeling dizzy after standing from a seated posture. They sat down immediately, were given space to recover and reported feeling better after several minutes.”

Rather than:

- ✗ “The student fainted because they skipped breakfast.”

Only record facts you know to be true.

◆ PROTECT YOURSELF PROFESSIONALLY

The habits that hold, before anything *happens*.

Protect yourself and your students by maintaining insurance, keeping secure records, checking venues, staying within your expertise, referring to healthcare professionals when needed, and completing first aid training where possible.

◆ AFTER AN INCIDENT

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- ☐ Students made safe.
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- ☐ Appropriate assistance provided.
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- ☐ Emergency services will be contacted if required.
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- ☐ Incident recorded and stored securely.
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- ☐ Venue informed where appropriate.
 - ☐ Insurer notified if necessary.
 - ☐ Witness statements gathered if possible.
 - ☐ Risk assessment reviewed.
-

◆ TEACHING IN A VENUE OR SHARED SPACE

If you are teaching in a venue or shared space, make sure to record any accidents in the venue's accident book as well as in your own records.

This helps fulfil venue requirements and supports good communication in case of follow-up or insurance queries.

IMPORTANT

This checklist is provided for general awareness, professional orientation, and reference only. It is an example of points you may wish to consider and is not exhaustive, nor is it a substitute for professional legal, tax, insurance, safeguarding, or other advice specific to your individual circumstances.

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*A Learning Hub resource from the Compliance
& Safety team — helping members teach with
confidence.*

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