



INCIDENT REPORT POLICY

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last updated 5th August 2019

An incident report form must be completed for all incidents and identified hazards. The report is designed to indicate both reactive actions taken to control the situation and provide actions points to minimise future reoccurrence.

In order to ensure management is made aware of any incidents the following procedures are in place:

Identify the incident and take necessary immediate action.

Complete the Rebalance Pilates & Yoga Incident report form

Immediately inform the Studio Manager / Studio Owners of the incident including if they are not present in the Facility. Please also notify the National Operations Manager will notify the Founders if required accordingly.

Take a copy of the incident report form and place it in the incident report folder at reception.

