



Rushmere St Andrew Parish Council

www.rushmerestandrewstandrew-pc.gov.uk

ACCIDENT REPORTING POLICY AND PROCEDURE

Rushmere St Andrew Parish Council recognises its responsibility to ensure that all reasonable precautions are taken to provide both play and leisure conditions that are as safe as necessary, healthy and compliant with all statutory requirements and codes of practice.

1. AIM OF THE POLICY

- 1.1 This policy is intended to set out the values, principles and policies underpinning the Parish Councils' approach to accident reporting, to enable the organization to meet the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and to take action to prevent the recurrence of incidents in the future as far as it is possible.

2. ACCIDENT REPORTING POLICY

- 2.1 Rushmere St Andrew Parish Council will comply fully with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The Parish Council will oversee the application of this policy and periodically review the policy for its relevance and completeness. Parish Council Officers, Members and employees are to ensure that individually and collectively responsible for ensuring that:

- All accidents and incidents that the Parish Council is made aware of, involving injury to staff or service users, are reported (where appropriate) and recorded in the accident book, no matter how minor.
- All reported accidents or incidents are fully investigated.
- The results and recommendations from investigations are fully implemented to prevent or minimise any recurrence of such incidents.
- If the incident involves equipment, fixtures or property owned by the Parish Council, the equipment, fitting or property is to be taken out of use until inspected and found fit for use by two or more councillors, or a councillor and a council officer, or a competent technical expert.

- 2.2 A record is to be compiled and retained of:

- the date, time and place of any incident reported.
- the name, address and occupation of injured or ill person.
- the details of any injury/illness and what first aid was given/ action was taken.
- whether an ambulance, Paramedic or first responder attended.
- the name and signature of the first aider or person dealing with or witnessing the incident.
- the subsequent location of the person immediately following the incident (for example, went to friends, home or hospital).

- 2.3 Due to the nature of the playgrounds, it is unlikely that minor accidents will initiate this process unless accidents are caused by faulty equipment.



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2.4 This policy should be used in conjunction with and comply with the data protection policy

3. REPORTING PROCESS

3.1 As soon as an incident is reported to a Parish Councillor or council employee the nominated officer for reporting will initiate the accident reporting and investigation process. All Council officers should be prepared to carry out this duty should the need arise. The Parish Clerk is to be informed as soon as practicable and shall inform all other members of the council no later than the council meeting following the incident.

4. ACCIDENT REPORTING AND RECORDING

4.1 An Incident/Accident report is required in the following circumstances:

- when an employee experiences any injury, however slight, whilst inspecting or maintaining the facilities of the council.
- when a user of the facilities provided by the Council, experiences any injury, however slight.

4.2 When informed of an incident any Rushmere St Andrew Parish Council Officer, Member and employee are to:

- report fatal accidents immediately to the Parish Chair and the Parish Clerk
- report major injuries immediately to the Parish Chair and the Parish Clerk
- report dangerous occurrences immediately to the Parish Chair and Parish Clerk

4.3 Three types of records are to be made.

- A completed Accident/Incident report form:
 - Forms are available from the Parish Clerk and Assistant Clerk.
 - These should in the first place be filled in by the person suffering from an accident or by a Parish Council member or officer. The form is to be counter-signed by the witness/es and passed to the Parish Clerk.
- An entry in the Parish Council Accident Book:
 - Held by the Parish Clerk for all incidents/accidents on any Parish Council facilities whether they are Notifiable 2 or not.
 - For Notifiable Note 2 incidents/accidents:
- HSE report forms F2508 are also to be completed. These forms are required to be completed and sent to the relevant enforcing authority within 15 days of the incident or accident.

5. RECORD KEEPING

5.1 Written records of reportable accidents and dangerous occurrences (i.e. those which must be reported to the appropriate enforcing authority under RIDDOR regulation 2013) are to be kept by the Parish Clerk for a minimum of three years or 21 years in the case of Playground Accidents involving children. Online reporting and relevant reporting forms can be located and completed at www.hse.gov.uk/forms/incident/index.htm



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- 5.2 All incidents can be reported online but a telephone service is also provided for reporting fatal/specified incidents **only** - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).
 - 5.3 Telephone notification should always be followed up with submission of form F2508. Notification forms should be completed by the head of the organisation, their deputy or by a senior member of staff as soon as possible after the accident. Copies of the completed form should be kept.
 - 5.4 Any employee who breaches this policy will face disciplinary action, which could result in dismissal for gross misconduct. Any non-employee who breaches this policy may have their contract terminated with immediate effect.
 - 5.5 This policy does not form part of any employee's contract of employment, and we may amend it at any time. It will be reviewed regularly.
- 6. WHO MUST COMPLY WITH THIS POLICY**
- 6.1 This policy applies to all people working for the Parish Council or on the Council's behalf in any capacity, including employees at all levels, officers, volunteers, contractors, external consultants, third-party representatives and business partners.