

St Bartholomew & All Saints  
Parochial Church Council

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# Health & Safety Guidance

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## **Section C.06 – Accident/Incident Reporting**

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Document No: SBC.08  
Issue No: 02  
Issue Date: Oct. 2014  
Review Date: Oct. 2017

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**Document Change Record**

<b><u>Change No.</u></b>	<b><u>Date</u></b>	<b><u>Change</u></b>	<b><u>Reason for Change</u></b>
1	10/2014	Page 1, 'Issue No' – delete 01, insert 02	Periodic Review
		Page 1, 'Issue Date:' – delete Nov. 2010, insert Oct. 2014	
		Page1, 'Review Date:' – delete Nov. 2012, insert Oct. 2017	
		Page 6, Heading – delete 1995, insert 2013	
		Page 6, bulleted paragraph commencing "serious injuries or . . . ." – delete 'serious', insert 'specified'	
		Page 6, bulleted paragraph commencing "accidents involving the . . . ." – delete 'three', insert 'seven'	

## **Section C.06 – Accident/Incident Reporting Policy and Procedure**

### **Introduction**

St Bartholomew & All Saints Parochial Church Council will take all reasonable action necessary to prevent accidents to employees, voluntary workers, visitors and others who may visit church premises.

All accidents and other adverse incidents, including ‘near miss’ type incidents (where no damage or loss has been sustained) will be reported and recorded as soon as possible. All accidents and incidents will be investigated and remedial action taken wherever necessary. Investigation findings will be documented and retained for a period of three years.

All Accident/Incident Reports will be reviewed by the Health and Safety Committee to identify any particular trends that may be emerging and to be assured that appropriate action has been taken to deal with any accident/incident. These reports will also serve as evidence to the Parochial Church Council of robust systems in place for the management of accidents/incidents.

### **Responsibilities**

It is the responsibility of the person or persons present at the time of the accident, incident or ‘near miss’ to ensure it is reported promptly and that an ‘Accident, Incident or Near Miss Report Form’ is completed and forwarded to the Parish Office immediately.

Responsibility for ensuring compliance with this Accident/Incident Reporting Policy and Procedure in each of the church premises is as follows:

#### **St Barholomew’s Church and Churchyard**

It is the responsibility of the **Churchwardens** to ensure that:

- all those with a responsibility for reporting (including third-party users) are aware of the procedures required for the reporting of accidents and incidents
- each accident, incident or ‘near miss’ is investigated promptly and that any remedial actions required are identified and implemented
- any serious accident or incident is reported to the Churchwardens immediately
- the appropriate documentation is completed and forwarded to the Parish Office immediately
- an adequate supply of blank report forms is readily available in a convenient position within the premises
- the Health and Safety Committee is consulted for further advice as necessary

### **Church Croft**

It is the responsibility of the **Church Croft Management Committee** to ensure that:

- all those with a responsibility for reporting (including third-party users) are aware of the procedures required for the reporting of accidents and incidents
- each accident, incident or 'near miss' is investigated promptly and that any remedial actions required are identified and implemented
- any serious accident or incident is reported immediately to the person nominated for this purpose by the Church Croft Management Committee
- the appropriate documentation is completed and forwarded to the Parish Office immediately
- an adequate supply of blank report forms is readily available in a convenient position within the premises
- the Health and Safety Committee is consulted for further advice as necessary

### **Church Hall**

It is the responsibility of the **Church Hall Management Committee** to ensure that:

- all those with a responsibility for reporting (including third-party users) are aware of the procedures required for the reporting of accidents and incidents
- each accident, incident or 'near miss' is investigated promptly and that any remedial actions required are identified and implemented
- any serious accident or incident is reported immediately to the person nominated for this purpose by the Church Hall Management Committee
- the appropriate documentation is completed and forwarded to the Parish Office immediately
- an adequate supply of blank report forms is readily available in a convenient position within the premises
- the Health and Safety Committee is consulted for further advice as necessary

It is the responsibility of the PCC's Health and Safety Committee to:

- review every incident report received at the next meeting of the committee and to investigate further where considered necessary

- identify the risk associated with each incident and, where necessary, take further action as required
- review each accident, incident and ‘near miss’ on a regular basis and recommend further action or ‘closure’, as appropriate, to the PCC

### **Procedure in the event of an Accident or Incident**

In the event of an employee, voluntary worker, visitor, contractor or member of the public sustaining an injury whilst on Church premises the following procedure must be followed. All ‘near miss’ situations should also be reported in the same way

1. ensure any first aid required is administered immediately. If the injury is severe an ambulance should be summoned by dialling 999
2. if the injury is minor, but further treatment is required, arrange for the casualty to be transported to their GP or hospital as appropriate
3. an Incident Report Form must be completed for every incident before the injured person and any witnesses leave the premises, unless the injury is sufficiently serious to require immediate removal of the casualty
4. any equipment or other item involved in the accident/incident should be removed from service and retained for inspection and not used until authorisation has been given
5. the Churchwardens/Church Croft Management Committee/Church Hall Management Committee should investigate all accidents occurring in the area for which they are responsible and take any remedial action required
6. details of any accident, incident or ‘near miss’ occurring on Church premises should be recorded on an ‘Accident, Incident and Near Miss Report Form’. The form should be completed as soon as possible after the event and passed to the person responsible for the area in which the incident occurred (see ‘Responsibilities’) for investigation. (see Appendix I for the ‘Accident, Incident and Near Miss Report Form’ and Appendix II for Guidance on Completing the form).
7. full details of all accidents, diseases and dangerous occurrences should be recorded in the Data Protection compliant HSE Accident Book by the person responsible for the area in which the incident occurred
8. to comply with the Data Protection Act 1998 personal details must be kept confidential and the forms should be stored securely when completed.

**If in doubt – fill it out!**

**Reporting an Accident in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**

There is a statutory requirement to report certain types of accident, dangerous occurrences and disease to the enforcing authorities in accordance with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

In accordance with RIDDOR, fatal accidents, major injuries and injuries which involve the injured person in absence from work for more than three days must be reported to the enforcing authorities. Diseases and certain dangerous occurrences as defined by the regulations must also be reported.

There are three requirements for reporting as follows:

- specified injuries or dangerous occurrences (as defined by the regulations) must be reported immediately. This must be followed by a report in writing within **ten days** on official form **F2508**
- accidents involving the injured person losing **more than seven consecutive days** work (excluding the day of the accident but including any days which would not have been working days) but which do not fall into the above category, must be reported in writing within **ten days** on form **F2508**
- reportable diseases, as defined by the regulations, must be reported in writing to the enforcing authority on form **F2508A**. This will only be required if the employer receives a written diagnosis of the disease by a doctor and the person concerned is involved with a work activity as specified in the regulations. Reportable diseases include poisonings, infections such as legionellosis and hepatitis, and other conditions such as certain musculo-skeletal disorders.

Reporting may be carried out using one of the following methods:

- by telephoning the Incident Contact Centre (ICC) on 0845 300 9923 Monday to Friday 8.30 am to 5.00 pm. The ICC will complete the report form and return a copy for the records. The ICC will also send a copy of the report to the appropriate enforcing authority.
- by submitting a report over the web through either the ICC website [www.riddor.gov.uk](http://www.riddor.gov.uk) or the HSE website [www.hse.gov.uk](http://www.hse.gov.uk). A copy of a report submitted over the Internet will be returned for verification and retention.
- as an alternative to completing the forms online, copies may be printed for signature and posting to: Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG.
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**Appendix I**

<b>Accident, Incident and ‘Near Miss’ Report Form</b>			
<b>About the person who had the accident</b>			
Full Name			
Address			
Postcode		Telephone	
Date of Birth			
Employee	<input type="checkbox"/>	Volunteer	<input type="checkbox"/>
Visitor	<input type="checkbox"/>	Contractor	<input type="checkbox"/>
Other (specify)			
<b>About the accident – when and where</b>			
Date of occurrence		Time of occurrence	
Place of occurrence			
<b>Full description of the accident/incident including details of any equipment/apparatus involved</b>			
<b>Full description of any injuries suffered and treatment given</b>			
<b>Witness 1 to the accident/incident</b>			
Full Name			
Address			
Postcode		Telephone	
Statement			
<b>Witness 2 to the accident/incident</b>			
Full Name			
Address			
Postcode		Telephone	
Statement			

Continued overleaf

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<b>About the person reporting the accident/incident</b>			
Full Name			
Address			
Postcode		Telephone	
Signature		Date	

<b>Investigation of accident/incident including remedial actions required</b>			
Name		Signature	
		Date	

<b>Health and Safety review of accident/incident</b>			
Name		Signature	
		Date	

**Any apparatus or equipment involved must be retained for inspection.**

**To comply with the Data Protection Act 1998 personal details must be kept confidential. These forms must be stored securely when completed.**

## **Appendix II**

### **Guidance on Completion of 'Accident, Incident and Near Miss Report Form'**

#### **Introduction**

The assessment of accidents and dangerous occurrences recorded over a period of time provides a useful monitoring tool. In order to carry out this assessment, all accidents and potentially dangerous occurrences need to be properly investigated and recorded. Armed with this information the Parochial Church Council is then in a position to take corrective action where necessary. The recording of all accidents is also essential in the event of civil litigation.

This form should be used for the recording of all accidents, injuries and dangerous occurrences whether or not they need to be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 and should be completed in addition to the Statutory Accident book.

The form should be completed as soon as possible after the occurrence. All details should then be checked. To comply with the Data Protection Act 1998 personal details must be kept confidential.

If there were any witnesses to the accident, they should complete witness statements as soon as possible after the occurrence.

#### **Investigation**

The investigation of accidents and dangerous occurrences should be carried out as soon as possible after the event. The longer the passage of time after the event, the more information is lost and witnesses' memories are less accurate.

In addition to the completion of the statutory accident book (by others) the following should be investigated and recorded:

- activity being performed
- contributory factors
- injured person's work experience (where applicable)
- witness names and details
- witness statements
- preventative measures taken

The status of the person involved in the accident is important and must be clearly stated on the investigation report form. The principle categories are as follows:

- a) employees
- b) volunteers
- c) visitors
- d) general public

- e) contractors/other organisation's employees
- f) young persons (under 18)

**Witnesses**

It is essential that names and addresses and any other relevant details of any witnesses are recorded and statements obtained as soon as possible after the event. Statements must be confined to facts only and no assumptions must be made.

Care must be taken that witnesses selected did actually witness the event. People may come forward to volunteer themselves as witnesses but who did not actually see the event, only the aftermath, and who have given evidence based on assumptions.