

DUNSTON PARISH COUNCIL

ACCIDENT REPORTING POLICY AND PROCEDURES

Dunston Parish Council recognises that playing Children experiment with their mental and physical growth. Through play they develop and learn survival skills. Play is all about taking risk in a controlled environment. For the child it is about learning to manage risk.

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

AIM OF THE POLICY

This policy is intended to set out the values, principles and policies underpinning the Parish Councils' approach to accident reporting, to enable the organisation 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^{Note 1}.

ACCIDENT REPORTING POLICY

Dunston Parish Council will comply fully with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

A Parish Councillor will be appointed to oversee the application of the Policy and periodically to review the policy for relevance and completeness.

Parish Council Officers, Members and employees are individually and collectively responsible for ensuring that:

- a) all accidents and incidents involving injury to staff or service users are reported and recorded, no matter how minor.
- b) all reported accidents or incidents are fully investigated.
- c) the results and recommendations from investigations are fully implemented to prevent or minimise any recurrence of such incidents.

A record is to be compiled and retained of:

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

REPORTING PROCESS

As soon as an incident is reported to a Parish Councillor or council employee the nominated officer for reporting must initiate the accident reporting and investigation process. All officers should be prepared to carry out this duty should the need arise.

The nominated council member or in their absence the Parish Clerk is to inform all members of the council no later than the council meeting following the incident.

ACCIDENT REPORTING AND RECORDING

An Incident/Accident report is required in the following circumstances.

- a) When an employee experiences any injury, however slight, whilst inspecting or maintaining the play equipment and surrounds.
- b) When a user of the play equipment or their accompanying 'responsible adult' experiences any injury, however slight, whilst using the facilities.

When informed of an incident any Dunston Parish Council Officer, Member and employee are to:

- a) Report fatal accidents immediately to the Parish Chairman, nominated council member and Clerk.
- b) Report major injuries immediately to the Parish Chair and Clerk
- c) Report dangerous occurrences immediately to the Parish chair and Clerk.

Three types of records are to be made.

1. A completed Accident/Incident report form:

Forms are available from the nominated Council Member, the Parish Clerk, and the Parish Council Web Site. An example form is attached below. These should in the first place be filled in by the person suffering from the 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.

2. An entry in the Parish Council Accident Book:

Held by the Parish Clerk or nominated officer, for all incidents/accidents on any Parish Council facilities whether they are Notifiable^{Note 2} or not.

3. 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.

Record Keeping

Written records of reportable accidents and dangerous occurrences (i.e. those which must be reported to the appropriate enforcing authority) 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.**

Note 1

It is unlikely that such an accident in the playground will initiate this process.

Note 2

Fatal accidents, major injury accidents/conditions and dangerous occurrences must be reported immediately by telephone to the enforcing authority by the Parish Chair or nominated officer or the Clerk and followed up by the appropriate form. Telephone notification should always be followed up with submission of form F2508. Notification forms should be completed by the Clerk or by a senior member of the council as soon as possible after the accident. Copies of the completed form should be kept.

On-line reporting and relevant reporting forms can be located and completed at www.hse.gov.uk/forms/incident/index.htm

Nominated officer

Dunston Parish Council Clerk

Policy updates

1. In place March 2021
2. Review March 2022
3. Review March 2023
4. Review March 2024
5. Review March 2025
6. Review March 2026

DUNSTON PARISH COUNCIL

ACCIDENT REPORT FORM

To be completed as soon as possible after the accident:

- By the person suffering the accident
- Or by a member or officer of the council
- Counter-signed by the witness/es and passed to the Clerk

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.

Record Keeping

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 - or **21 years in the case of Playground Accidents involving children**
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Accident date _____ Accident time _____ Male / Female _____

Injured person name _____ Phone number/s _____

Address _____

Details of the accident _____

Injury type _____

Does the injury require hospital/Physician? Yes ____ No ____

Hospital Name _____

Injured Person /party or responsible adult signature & date _____

Important notes and instructions _____

Prepared by Name _____ Signature _____ Date _____

Approved By Name _____ Signature _____ Date _____