**THURSTON PARISH COUNCIL**
**Parish Council Office**
**New Green Centre**
**New Green Avenue**
**Thurston IP31 3TG**

**Tel: 01359 232854**
e-mail: info@thurstonparishcouncil.gov.uk
website: http://thurston.suffolk.cloud/

# ACCIDENT REPORTING POLICY AND PROCEDURES

Thurston 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

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 [1].

## 2. ACCIDENT REPORTING POLICY

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

The Policy and Resources Committee 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 to ensure that 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;
d) 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 a two or more councillors, or a councillor and a council officer, or a competent technical expert.

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).

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

## 3. REPORTING PROCESS

As soon as an incident is reported to a Parish Councillor or council employee the nominated officer for reporting must be initiate the accident reporting and investigation process shall be initiated. 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

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

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

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

a) report fatal accidents immediately to the Parish Chair and the Parish Clerk
b) report major injuries immediately to the Parish Chair and the Parish Clerk
c) report dangerous occurrences immediately to the Parish chair and Parish Clerk

Three types of records are to be made.

1. A completed Accident/Incident report form:

Forms are available from the Parish Clerk, Deputy Clerk and the Parish Council Web Site. 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 for all incidents/accidents on any Parish Council facilities whether they are Notifiable [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.

## 5. 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[3] involving children.

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

---

[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 their nominated deputy 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 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.

[3] See the separate policy for Playground / Play Areas Risk Management Policy along with Playground Accident Reporting Form