

(Reviewed unchanged SEC Feb 2020; updated SEC Nov 2019 GDPR)

Procedure No. 2 - UVH Accident/Incident Report Form

A member of the Management Committee must be informed, and the following form filled in for

- any accident involving personal injury no matter how small, which occurs in the Hall or its surrounds (car park, garden etc)
- any failure of equipment belonging to the Village Hall or brought in by a Hirer
- any near-miss where it is judged that personal injury or equipment failure may well have occurred in slightly different circumstances.

The person filling in columns 1-6 of the form should be

- the Hirer representative, if it is one of their people injured or a piece of their own or Village Hall equipment that was being used by them
- a member of the Management Committee if it is one of themselves, their employees or someone attending an event organised by them that is injured, or if it is a piece of equipment that was being used by them or by their employees.

1.Date & time	2.What happened	3.Name and contact details of any injured person	4.Name and contact details of a witness	5.Any treatment carried out at the Hall or thought to be necessary elsewhere e.g. at A&E	6.Any suggested remedial action?	7.(Later) Result of investigation by Hall H&S Officer inc. any improvement actions

Contact details provided above will solely be used for the purpose of investigating the accident/incident and Upton Village Hall will never share these details with a third party. These forms will be kept for future analysis of accident trends, but all personal data will be redacted as soon as the accident investigation has been completed.

After reporting the accident/incident to a member of the Management Committee and filling in columns 1-6 please contact the H&S Officer Sandra Clarke (01244 316978) and pass it to her after signing your name here: -