

EDLASTON & WYASTON SOCIAL COMMITTEE

ACCIDENT REPORTING PROCEDURE – WYASTON VILLAGE HALL

Introduction

The Edlaston & Wyaston Social Committee is the body responsible for managing the Wyaston Village Hall and is committed to providing a safe environment within the confines of the Hall both inside and outside to enable employees, volunteers, hirers and users to safely work in or enjoy the facilities.

All efforts will be made to eliminate or reduce the risk of accidents but when these do occur, the first aid equipment held in the kitchen is available for immediate use. After first aid has been administered and the incident concluded, the hirer or other responsible adult will report the accident/injury to the Committee adhering to the following procedure.

Accident Reporting Procedure.

A folder containing blank uniquely numbered Accident Record Forms will be positioned on the Notice Board in the main hall by the kitchen shutters.

The form is self-explanatory and should be completed as fully as possible by the responsible person and immediately forwarded to the Booking Secretary (Sarah Powlson) either in person or by post to “The Cottage” Main Street, Wyaston DE6 2DR or by e mail – wyastonvillagehall@gmail.com

Upon receipt, the Booking Secretary will time and date the rear of the form and document action taken (if applicable) to ensure the accident will not be repeated and all risks and danger eliminated or minimised.

If it is considered a serious matter, this will be reported immediately to the Chairman or Vice Chairman.

The report form will be filed in a dedicated folder and held securely and confidentially by the Booking Secretary, who will report a sanitised version of all incidents to the next Committee Meeting.

This procedure will form part of the Terms and Conditions of use of the Hall and will be highlighted in the Booking Form.

Data Protection

At all stages of the incident, the personal details and privacy of all involved will be protected, and the Accident Record Form handled in strict accordance with the Committee's “Data Protection Policy”.