

Weston with Gayton Parish Council

Accident Reporting Procedure

Background

Weston with Gayton Parish Council owns a number of items situated in Weston Village, including children's play equipment and benches on Weston Village Green, which are available for public use at any time. The Parish Council also owns a Multi-use Games Area on the site of Weston Village Hall, Weston War Memorial, benches, waste bins, a telephone box in Gayton, and a bus shelter in both Weston and Gayton, and is responsible for their upkeep.

The Parish Council is responsible for holding adequate Public Liability Insurance.

The Parish Council owns Weston Village Hall, and has, by means of a Lease and Trust Deed, passed responsibility for managing the building and site matters to a Management Committee.

Safety

The Parish Council has installed signs on the play equipment to encourage its safe use and is responsible for commissioning risk assessments, routine inspection, maintenance and an annual independent inspection. However, it is recognised, that, whilst play should be encouraged, accidents may result.

Accident Reporting

Accidents occurring on any Parish Council property should be brought to the attention of the Parish Clerk by use of the Accident Reporting Form shown at Appendix 1. The form will be available from the Parish Clerk and members of the Parish Council and may be completed by any member of the public. The incident will be included on the next available Parish Council agenda for consideration of Parish Council action.

Any urgent Health and Safety concerns should be reported to the Parish Clerk for immediate action to be taken to remove the item from use or to restrict its use and to arrange for the problem to be rectified if possible.

Response to Accidents

The Parish Council will take seriously any reports of accidents, will investigate their cause and will take reasonable action to prevent a recurrence.

Records will be kept of incidents reported in order for the Parish Council for monitoring purposes.

Parish Clerk

July 2014

Reviewed Adopted May 2024

**Weston with Gayton Parish Council
Incident/accident Report Form**

Date of incident/accident

Name of person to whom incident/accident was reported

Site where incident/accident took place

Name of injured person

Address and contact telephone number of injured person

Nature of incident/injury and extent of injury

Give details of how and precisely where the incident took place.

Describe what activity was taking place,

Give full details of any first aid treatment given and the name(s) of the first-aider(s).

Were any of the following contacted?

Relatives/Parents/carers

Yes

No

Police

Yes

No

Ambulance

Yes

No

What happened to the injured person following the incident/accident?

e.g., carried on with activity, went home, went to hospital etc.

All of the above facts are a true record of the accident/incident

Signed:

Date:

Name:

Please forward this completed form to the Parish Clerk

For office use only

Considered at Parish Council meeting on:.....

Follow up action required: Yes/No

Action Taken: