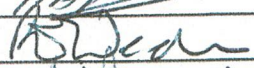
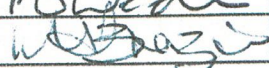


BGNS	Accident / Incident reporting, recording and assessment procedure	
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	Name	Signature	Date
Author	SGNG		
Reviewer	Phil Rose		24 / 1 / 26
Reviewer	Richard Weedon		24 / 1 / 26
Approver	Mark Brazier		24 / 1 / 26

Document Number	PR02
Version	03
Document Status	Approved

1) A volunteer must report to the BGNS Phone Holder, or via the BGNS telephone help line 0740999601, any accident or incident that occurs while they are carrying out a task. The accident must be reported as soon as possible after it occurs.

2) The BGNS Phone Holder will record details of the accident/incident on the Report Form BGNS FO02 – at minimum the following information must be captured:

- a) The date, time and a brief description of the accident/incident (e.g. fell off step ladder while trying to get books down from a high shelf).
- b) Details of any injuries to the volunteer / others (e.g. clients, third parties) and any follow-up treatment which was, or will be, required (e.g. sticking plaster applied to small cut, visit to A&E to have stitches put in deep cut, etc).
- c) Details of any damage to property (e.g. broken window pane), products (e.g. lawn mower blade broken by rock), etc.

3) The BGNS Chair will assess the accident/incident and, when appropriate, schedule a meeting with at least one BGNS Trustee, the client for whom the task was being done and the volunteer who was

doing the task. The purpose of the meeting will be to review the circumstances around the event and:

- a) To identify if an Insurance claim is required to compensate the Volunteer, Client or Third Party.
 - b) To identify if there are changes required to BGNS policies / risk assessments in order to reduce the likelihood of a similar accident occurring in the future.
 - c) To document details of the incident and what if any, type of help was given e.g. first aid, medical services called.
- 4) a) The BGNS Chairperson is to identify if the incident is sufficiently serious to be reported to the Charity Commission.
- b) The BGNS Chairperson will ensure that any identified changes are communicated to the BGNS Trustees Committee and Volunteers. If agreed by the Trustees, changes must be made and implemented.

Change History	
Version Number	Change Detail
02	Typo corrected in paragraph 4 (SGNG to BGNS)
	Reg Charity number added
03	1) Chair replaced by phone holder
	4a) added