**INCIDENT AND ACCIDENT RECORD AND REPORTING**

**(FOR PEOPLE/ CHURCH PREMISES)**

Please complete this form if the incident or accident falls into the categories listed overleaf.

The Methodist Church

Plymouth&Exeter District

It is the responsibility of the leader or Senior Steward present to complete and action the recording and reporting. The Steward or Minister is responsible for informing the Circuit Safeguarding Officer.

**NAME OF PERSON REPORTING:**

CONTACT TELEPHONE NUMBER FOR PERSON REPORTING:

ROLE OF PERSON REPORTING:

DATE OF INCIDENT OR ACCIDENT OR NEAR MISS: TIME:

DATE COMPLETING THIS FORM:

**PERSONAL INJURY OR INCIDENT** (please complete a separate form for each person involved)

NAME OF PERSON INVOLVED:

CONTACT ADDRESS, IF KNOWN:

CONTACT TELEPHONE NUMBER, IF KNOWN:

CATEGORY - closest match overleaf (e.g. A4)

IN WHAT CAPACITY WERE THEY ON THE PREMISES?

IN YOUR OPINION, WAS THERE ANY SUBSTANCE MISUSE INVOLVED? YES *I* NO

If so, what do you suspect?

**EQUIPMENT FAILURE OR NEAR MISS**

WHAT WAS THE NATURE OF THE EQUIPMENT?

WHERE WAS IT LOCATED?

IS IT NOW SAFE? YES /NO

**ABOUT THE ACCIDENT OR INCIDENT OR NEAR MISS**

SAY WHAT HAPPENED (USE THE REVERSE OF THIS SHEET FOR ADDITIONAL SPACE) GIVE BRIEF DETAILS

WHAT ACTION WAS TAKEN AT THE TIME?

TO WHOM HAS THIS INCIDENT/ACCIDENT/NEAR MISS BEEN REPORTED?

WHEN AND HOW WAS THIS COMMUNICATED?

IS FURTHER FOLLOW UP REQUIRED [in your opinion]? YES / NO If so, by whom?

PLEASE SIGN THIS RECORD AND ENSURE THAT IT IS PASSED TO THOSE INDICATED OVERLEAF

AND STORED CONFIDENTIALLY. THANK YOU

**Signature:**

THANK YOU FOR YOUR TIME FILLING IN THIS FORM. COMPLETION HELPS TO REDUCE THE INCIDENTS AND ACCIDENTS OCCURRING IN THE FUTURE.

**INCIDENT AND ACCIDENT RECORD AND REPORTING**

**(FOR PEOPLE/ CHURCH PREMISES)**

‘Leader’ denotes person in charge of activity at the time. If there is a Health and Safety (H&S) Representative to the Church Council, please share the form with them as well as the Minister

**PERSONAL RISK OR ACCIDENT OR NEAR MISS** REPORT TO

A1 Physical or verbal offence/aggression towards any person and by any person Leader then Minister

A2 Sexually inappropriate behaviour, grooming or touching (or concerns about) Leader then Minister

A3 Misleading or untruthful information deliberately given by individual Leader then Minister

A4 Slip, trip, fall, bruise, cut Leader then Minister

A5 Burns or scalds Leader then Minister

A6 Collapse of person on the premises Leader then Minister

A7 Any work-related stress of employees of the Methodist Church Line Manager

A8 Exposure to electrical danger Leader then Minister

A9 III health of person on Church premises e.g. epileptic fit, incontinence etc Leader then Minister

A10 Emergency call required Leader then Minister

A11 Exposure to chemical agents e.g. adverse reaction to cleaning fluid Line Manager, Leader, Minister

A12 Injury resulting from Manual handling of animate or inanimate weight Leader then Minister

A13 Mental confusion placing individual at possible or probable risk Leader then Minister

A14 Adult appears fearful of another person (report to minister if the person is the leader) Leader then Minister

A15 Adult appears inappropriately hungry/inappropriately dressed Leader then Minister

Disclosure of possible or identified abuse: Leader then Minister

 - A16 Physical

 - A17 Emotional

 - A18 Sexual

 - A19 Neglect

 - A20 Domestic control

**CHILD SPECIFIC**

B1 Under 16 year old not collected from activity promptly by responsible adult

B2 Seeming to be inappropriately hungry

B3 Seeming to be inappropriately dressed for weather conditions

B4 Seeming to be inappropriately fearful or vigilant

B5 Report of any sign of abuse (as listed above) or possible abuse (no proof)

**PREMISES**

C1 Failure of equipment resulting in an accident or near miss

C2 Theft, loss or damage of property belongingto another whilst on premises

C3 Theft, loss or damage to Church property, burglary, break in

C4 Person locked out of building or refused entry

C5 Person locked inside building

C6 Security Issue e.g. lost keys to premises, shared security code

C7 First Aid Kit not available or inadequate for purpose

C8 Fire Risk or incident (including difficulty with equipment)

C9 Substance of premises forming risk e.g. carpets which may cause fall

Leader (then possibly Minister)

Leader and Minister

Leader and Minister

Leader and Minister

Leader and Minister

Leader, H&S or Minister

Leader, H&S or Minister

Leader, H&S and Minister

Leader and Minister

Leader and Minister

Leader and Minister

Leader, H&S, Minister

Leader, H&S, Minister

Leader, H&S, Minister

 - A21 Financial control

**OTHER**

D1 Please use this form to report any other incident/risk not covered above As appropriate

Use this space for continuation sheet from overleaf: