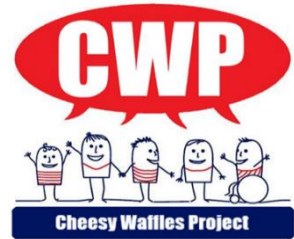


Cheesy Waffles Project

ACCIDENT & INCIDENT REPORTING PROCEDURE



If an Accident or Incident occurs the Cheesy Waffles Accident and Incident Reporting Procedure must be followed:

The person/people reporting accidents must be competent to do so. By this, we mean someone who's sufficiently trained, has relevant knowledge and experience, and is proactive, willing and capable with their approach to Health & Safety.

Log the accident in the accident book – this is kept in the Cheesy Waffles Office (Belmont Community Centre), the Kitchen (Skills House)

In the Accident Book, you should record details like:

The name, gender, date of birth and job title of the injured party;

The date the accident happened;

The date the accident was reported;

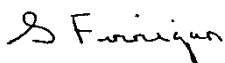
The name and job title of the person logging the accident;

Whether or not the injured party is a minor.

You should update the accident book with these details as soon as is reasonably possible after the accident has occurred.

A formal investigation may be required. The main components of an inquiry are gathering witness statements, taking pictures of the area the accident happened, and drawing out a detailed plan of what actually happened.

All Cheesy Waffles Activities have a risk assessment, following an accident or incident these must be revisited to see if they need updating to identify any potential gaps and prevent something similar from happening again down the line.

Signed: 

Date: 19th April 2023

Susan Finnigan (Secretary/Trustee)

Signed: 

Date: 19th April 2023

Linda Pennington (Treasurer/Trustee)