



## ACCIDENT & INCIDENT REPORTING POLICY

### Purpose

To ensure accidents, incidents, and near misses are recorded and investigated.

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### Procedure:

- All accidents and near misses must be recorded in the Accident Book
  - Serious incidents must be reported to management immediately
  - Incidents reportable under RIDDOR will be reported to the HSE
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### Records

Records will be stored securely in line with UK GDPR.

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## First Aid Policy

### Provision

- First aid kits will be provided, accessible, and clearly marked
- Kits will be checked and restocked regularly
- Where appropriate, trained first aiders will be available

### Emergency Action

Emergency services will be contacted when required. All incidents will be recorded.



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### Review

This policy will be:

- Reviewed annually
- Updated following changes in legislation, guidance, or Centre operations

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### Approval

This Accident and Incident Policy is approved by the Management Committee of The Holt Community Centre.

**Date approved:** \_\_\_\_\_

**Review date:** \_\_\_\_\_

**Signed (Chair/Authorised Person):** \_\_\_\_\_