

BURMA EDUCATION PARTNERSHIP

HEALTH AND SAFETY POLICY

Adopted August 2008

Originated: June 2006

Date of this revision: July 2008

Adopted: August 2008

Next Revision: July 2010

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Document Status: Charity Policy

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1.0 HEALTH AND SAFETY OBLIGATIONS

1.1 Health and Safety and Volunteers

Organisations have a legal obligation towards their volunteers. It is good practice to treat volunteers and employees in an identical manner when it comes to health and safety.

A 'volunteer' is defined as someone who commits time and energy for the benefit of others, and who does so freely, through personal choice, and without expectation of financial reward.

Everyone working with the BEP is a Volunteer. The BEP does not employ anyone and there are no employees. Throughout the entire policy it must be understood that the Volunteers are not treated as employees other than with regard to the duty of care associated with health and safety.

For the purpose of this policy, the word 'Volunteer' is used to mean all people who carry out voluntary work for the charity such as teaching, undertaking presentations and attending meetings and carry out an activity which requires the interface with our beneficiaries, other organisations or the public rather than those members who take a non active role in the charity. Volunteers may be a Director of the charity or volunteer without Director status. The word 'Director' is used within the policy when the capacity of the role as a Director is relevant.

1.2 Duty of Care

The duty of care is a general legal duty on all individuals and organisations to avoid carelessly causing injury to persons. The duty is regardless of the size of the organisation, its income or whether the organisation has paid staff. Regardless of the activity, the organisation has a duty of care towards volunteers. In the event of an accident, liability depends on establishing that the organisation failed to take reasonable care.

The Burma Education Partnership (BEP) requires all activities by Volunteers to be undertaken in accordance with the scope of the charitable activities identified within Appendix 1 and the procedures included within this Policy. Should the scope of charity activities change, we will advise you of changes which affect your health and safety.

1.3 Health and Safety at Work Act 1974

The main piece of health and safety legislation in the UK is *The Health and Safety at Work etc Act 1974*. This sets out the general duties for employers, the self-employed and employees. The law also imposes responsibilities with regard to people not in your employment, such as volunteers and other members of the public, who may be affected by your work activities.

1.0 HEALTH AND SAFETY OBLIGATIONS

1.3 Health and Safety at Work Act 1974 (continued)

Section 3 of the Health and Safety at Work Act 1974 imposes a duty on every employer ‘to ensure, as far as reasonably practicable, that persons not in their employment, who may be affected by their undertaking, are not exposed to risks to their health or safety’, and ‘to give to persons (not being their employees) who may be affected in a prescribed manner information as might affect their health or safety’.

This generally means that organisations which have volunteers have a statutory responsibility not to harm or damage the health of volunteers through their involvement in the activities of that organisation.

Health and Safety legislation also identifies the responsibility on individuals. Volunteers shall:

- Take reasonable care of their own health and safety and that of people who may be affected by what they do or do not do;
- Co-operate with their ‘employer’ (charity Directors) and others with regard to health and safety and use the knowledge and equipment provided in accordance with training and instruction.
- Not interfere with or misuse anything provided for their health, safety or welfare.

1.4 Basic principles of health and safety

Voluntary organisations are not obliged to have a policy, but are strongly advised to do so as a matter of good practice. Developing a health and safety policy clarifies procedures and responsibilities.

Employees must be given information and training to give them sufficient skills and knowledge to carry out their work safely. These regulations do not apply to organisations with no employees. However, they do need to ensure that their volunteers can work in a risk-free and safe environment so far as is practicable.

2.0 HEALTH AND SAFETY POLICY

2.1 Policy

This policy will include:

- A statement of the organisations commitment to safe working practices
- How the policy will be implemented and updated
- Risk Assessments and who is responsible for undertaking Risk Assessments
- Other safety assessments and who is responsible for carrying them out
- How the health and safety of Volunteers will be considered during the selection of volunteers and identifying specific charity activities
- How health and safety information will be provided to Volunteers e.g. induction, information, training and supervision.
- Arrangements for seeing that rules and mitigating actions are followed
- Specific guidelines e.g. for people travelling to Thailand
- Guidelines for working with other organisations with different arrangements for Health and Safety
- Fire safety and first aid
- Accident and emergency procedures
- Compliance
- Keeping records
- Reporting and dealing with accidents

2.2 Commitment to safe working practices

The BEP is committed to seeking to ensure the safety of its Volunteers. This policy announces the organisation's commitment towards good health and safety standards, responsibilities of the organisation and the individual Volunteers and identifies procedures which show how the standards shall be put into practice.

For those volunteering in Thailand, Volunteers must be aware of the possible dangers working on the Thai / Burma border.

The Directors will provide current Foreign Office advice and advise Volunteers, to the best of their knowledge of the current position on the border during the preparation for a trip. The individual Volunteers also have a duty to make themselves aware of the current situation and to make their own decisions as to whether to travel.

It is essential that when working with the charity, each Volunteer limits to his or her activities to the scope of the charity's activities and works in accordance with the Health and Safety Policy and Risk Assessments.

2.0 HEALTH AND SAFETY POLICY

2.2 Commitment to safe working practices (continued)

Should a Volunteer identify any additional Health and Safety issues not identified within the Health and Safety Policy, he or she shall notify the Risk Manager as soon as it is identified in order that it may be assessed and incorporated into the policy to assist the safety of everyone.

Health and Safety is also a serious consideration in Britain too. The Risk Assessments have identified a number of potentially hazardous activities and control measures for activities within Britain.

2.3 Implementation and updating the policy

Review

A review of the Health and Safety Policy shall be undertaken every two years, all Directors will be consulted and the policy amended and adopted. If significant Health and Safety issues arise in the meantime, the policy may be reviewed before this date.

All Directors and Volunteers shall continually review the Risk Assessments and bring any additional hazards or measures to minimise risk to the attention of the Risk Manager, or any other Director. The Risk Manager shall consider the item, amend the Risk Assessments, as required, make amendments and make them available on the website and otherwise.

2.4 Working with other organisations

The charity works with other organisations which may have their own Health and Safety Policy and procedures which may be different from this Health and Safety Policy.

Prior to confirming joint working arrangements with another organization we will forward a copy of our policy to the organization, identify whether the other organisation has a health and safety policy or procedures, and whether it is written down, whether there are any areas of conflict, and advise upon ultimate responsibility with regard to health and safety.

3.0 ASSESSMENT

3.1 Risk Assessment

Risk Assessment is a technique for identifying hazards and mitigating actions of an organisation's activities. Voluntary groups with no employees are not bound to do risk assessments, but given their duty of care, they are advised to carry them out.

A **hazard** is anything that has the potential to cause harm.

Risk is a function of the likelihood of it causing harm and the degree of harm it could cause.

Risk assessment involves identifying all hazards, assessing the risks, and identifying measures to control unacceptable risks.

Risk assessments for core charity activities are contained within Appendix 2. They are provided in two parts. The first section is for activities within Britain, and the second section is for travelling to and activities travelling to and Volunteering in Thailand.

A review of Risk Assessments will be undertaken every two years. Should any additional hazards or measures to control risks be identified by a Volunteer, they shall be brought to the attention of the Director (Risk Manager) as soon as possible. The matter will be reviewed and risk assessment reviewed and amended if necessary. Any amended Risk Assessments will be made available on the website and otherwise.

All Volunteers shall, wherever practicable, follow the procedures within the Risk Assessments. If you can't do the activity Safely, do not undertake the activity and re-examine the risk.

3.2 The Control of Substances Hazardous to Health (COSHH)

All employers have a legal duty to assess the workplace for risks to health which may be caused by substances hazardous to health. They must take all necessary steps to avoid exposure and then to control any risks identified. If an organisation has no employees, it is not bound to do COSHH assessments, but is advised to carry out such assessments. It is not considered that Volunteers encounter substances hazardous to health although this position will be kept reviewed.

3.3 Fire Assessment

All organisations are obliged to minimise fire risks. All Volunteers shall undertake Fire Assessments prior to holding a meeting, presentation, teaching or other activity. This is important since charity activities are undertaken on unfamiliar premises for the user and provider. Sufficient time shall be allowed for undertaking the assessment, making necessary arrangements and informing the people attending the activity. Procedures for undertaking a Fire Assessment are contained at Appendix 3.

3.0 ASSESSMENT

3.4 Health, Safety and Welfare

Work place (Health, Safety and Welfare) Regulations 1992 places a responsibility to ensure, so far as is reasonably practicable, the health, safety and welfare of employees at work at work premises.

This includes the matters relating to ventilation, temperature, space, cleanliness, facilities for the disposal of waste, maintenance of equipment, sanitary provision and washing facilities, drinking water and facilities for taking rest and eating of meals.

The charity does not have its own premises. Most charity activities are undertaken within premises owned by others both in Britain and in Thailand.

Many charity activities in Britain are undertaken in halls and meeting rooms. These are generally suitably equipped. The Volunteer arranging the activity should satisfy his or herself that it is suitable prior to the event.

Owing to the nature of the location and activity in Thailand, welfare facilities are basic and the climate effects comfort. The volunteer should discuss the living and working conditions with a Director so that conditions can be anticipated and suitable preparations can be made. Volunteers should ask questions prior to the visits in order to satisfy themselves that they are suited to the basic nature the working and living environment.

3.5 First Aid

Under Health and Safety legislation requires all employers have a duty under law to make a first aid assessment, have a first aider or appointed person, have at least one first aid box and a notice displayed in the workplace that tells staff the location of the first aid box, who is the first aider or appointed person and where the first aider or appointed person can be found.

An appointed person is someone who has basic first aid knowledge, and is available whenever people are at work. He or she can take charge in an emergency and is responsible for calling the emergency services.

Voluntary groups with no employees are not bound to do a first aid assessment, although it is good practice.

Whilst Volunteers are provided with training and equipment, they are not obliged to administer it to others.

3.0 ASSESSMENT

First Aid Assessment

Most charity activities are undertaken in various locations and therefore it is not considered to be appropriate for there to be one First Aider and one First Aid Box in a fixed location.

The activities associated with travel to Thailand are assessed as providing the greatest likelihood of requiring first aid. Activities can be carried out in relatively remote locations, with infrequent transport, with an unknown level of medical provision or level of English by those practicing.

The BEP offers First Aid training for all Volunteers and Directors who travel to Thailand by funding a St John's Ambulance Emergency Aid course (or similar). It is strongly recommended that Volunteers attend these courses especially when travelling to remote areas. The policy for First Aid training identifying the requirements of the Volunteers is contained at Appendix 4.

Frequency of Training

All Volunteers travelling to Thailand are recommended to undertake a St Johns Ambulance Emergency Aid course (or similar approved) every three years. All Volunteers shall ensure that they review the First Aid Manual prior to each visit.

Recording

A record of the following will be kept by the Risk Manager in the Health and Safety File:

- Attendance at Emergency Aid Courses (name, date, location of course)
- All other First Aid training
- Requests for specific First Aid Training
- Location of the First Aid Manuals and First Aid Boxes.

4.0 VOLUNTEERS AND HEALTH AND SAFETY

4.1 Volunteer selection

Principles

Procedures for the recruitment of Volunteers are outlined in the Volunteer Policy. All Volunteers within Britain and Thailand shall be willing to comply with the Health and Safety Policy Co-operate with Directors with regard to Health and Safety.

All Volunteers volunteering in Thailand shall meet the following requirements with regard to Health and Safety:

- Have a condition of health and a level of physical fitness appropriate for the volunteering activities that it is agreed that he or she will carry out.
- Seek advice from their GP prior to each trip to Thailand with regard to recommended vaccinations and medication for the area and conditions of travel and act in accordance with the advice.

Nature of activity

Volunteers shall be fit for volunteering and only undertake activities which they are able to perform competently and safely. Volunteers shall only undertake activities which are agreed are suitable for the Volunteer.

4.2 Health and Safety Induction

All new Volunteers shall receive induction with regard to the Health and Safety Policy and Health and Safety procedures within two months of becoming a Volunteer (or before travelling to Thailand, whichever is the soonest).

Health and Safety induction shall be undertaken by a Director in accordance with the Induction Checklist at Appendix 6. Induction briefing for Directors is outlined in the Health and Safety File.

At the Health and Safety induction, an identification of suitable charity activities for each Volunteer shall be recorded, specific training needs identified and a programme for training produced.

The completion of Health and Safety induction shall be recorded in the Health and safety file. A sample sheet is Appendix 5.

4.0 VOLUNTEERS AND HEALTH AND SAFETY (continued)

4.3 Information

Volunteers shall be provided with a current Health and Safety Policy which provides information on procedures. Procedures within the appendices (including Risk Assessments) or the main text should be removed and used as instructions and reference for specific activities. The current Health and Safety Policy shall be contained on the BEP website.

Specific relevant leaflets will be provided during the Health and Safety Induction which Volunteers shall read.

A First Aid Manual shall be provided for each camp / base (see section on First Aid for further information) the broad content and format of which each Volunteer should familiarise him or herself with prior to each visit to Thailand.

Should any Volunteer have any specific request for information or do not fully understand information that they are given, they should advise the Risk Manager (Director) who will investigate the issue and provide further clarification.

4.4 Specific training

Specific training needs will be identified as part of the Health and Safety Induction.

A record of specific training will be kept in the Health and Safety File with record of the name of those attending and the date.

Should any Volunteer have any specific training request they should advise the Risk Manager who will investigate the training need, source training options and present request and options to the next meeting of Directors.

4.5 Supervision

An assessment of a Volunteer's suitability for different types of activity and the level of supervision which is required will be discussed during the selection procedure interview and identified at the Health and Safety Induction and recorded.

It is the responsibility of each Volunteer to review the Health and Safety Policy including Procedures and Risk Assessments prior to undertaking such an event. Should any additional hazards be identified, additional Risk Assessments should be undertaken by the person undertaking the activity and submitted to the Risk Manager. Should advice be required, the Risk Manager shall be contacted.

4.0 VOLUNTEERS AND HEALTH AND SAFETY

4.5 Supervision (continued)

The key principle is, if you can't do the activity safely, do not undertake the activity and re-examine the risk.

Volunteers travelling to Thailand shall meet with a Director prior to travel, agree the activities comprising the trip, the Health and Safety Policy and procedures and identify activities which do not have a Risk Assessment. Risk Assessments shall be carried out for all new activities identified and forwarded to the Risk Manager.

4.6 Compliance with the Health and Safety Policy

Principles

Volunteers have a responsibility to comply with the Health and Safety Policy, a responsibility to others with regard to Health and Safety and a responsibility to identify activities to the Risk Manager which have an implication upon health and safety for which the Policy and Risk Assessments do not apply.

Directors, through charity procedures, have a responsibility to have systems in place in order to demonstrate that measures are being taken to ensure compliance with the Health and Safety Policy.

This will be undertaken by induction, provision of information and training and the recording of training, Risk Assessment discussion and refresher training prior to travel to Thailand, obtaining evidence and recording pre-travel vaccinations and medication, and providing clear expectations with regard to Health and Safety.

5.0 ACCIDENT & EMERGENCY PROCEDURES

5.1 Procedure

All Volunteers shall have ensure they have contact details for the Risk Manager and at least one other Director prior to travel to Thailand.

5.2 Reporting and dealing with accidents

Reporting procedure:

All Volunteers and Directors shall be issued with accident forms which should be present for all volunteer activities.

All accidents and near misses must be reported to the Risk Manager. It is important that near misses and mirror accidents are also reported since they can become major accidents on another occasion. This will enable procedures to be put in place to secure the future and safety of others.

All accidents, whether a volunteer's involvement was direct or indirect, should be reported. It is important to make a record of events. The accident may have insurance implications.

All accidents must be reported to the Risk Manager as soon as is reasonably practicable. If the accident has taken place in Thailand, every effort should be made to contact a Director in Britain.

The Risk Manager or another Director will issue an Accident Form within 24 hours. A blank Accident Form is contained at Appendix 8.

The Accident Forms should be completed and returned to the Risk Manager as soon as is practicable. If the accident has taken place in Thailand and in a location where email communication is not possible, a telephone account of the accident should be given to a Director as soon as is reasonably practicable.

The completed Accident Form will be assessed by the Risk Manager and one other Director in order to agree the necessary action and provide further controls where necessary.

5.0 ACCIDENT & EMERGENCY PROCEDURES (Continued)

5.3 Reporting Injuries, Diseases and Dangerous Occurrences Regulation 1995 (RIDDOR)

RIDDOR requires certain work (including Volunteering) related accidents, diseases and dangerous occurrences to be reported to the Health and Safety Executive (HSE).

There is a specific reporting procedure so it is important that the Risk Manager (Director) is contacted immediately. Reporting procedures and timescales and a definition of injuries and diseases are contained within the publication 'RIDDOR Explained' a copy of which is in the Health and Safety File.

The following circumstances are notifiable:

- Death or major injury
- A member of the public is killed or taken to hospital.
- Over-three-day injury
- A reportable disease (including hepatitis, tuberculosis and tetanus).
- Dangerous occurrence (if something happens which does not result in a reportable injury, but which clearly could have done).

Records of any reportable injury, disease or dangerous occurrence must be kept for three years after the date on which it happened.

6.0 KEEPING RECORDS

A Health and Safety file will be kept in paper form by the Risk Manager and will contain the following:

- Health and Safety Policy including Risk Assessments (all revisions dated)
- Schedule of new hazards (and suggested control measures) brought to the attention of the Risk Manager, and a record of the date, review and amendment to the Risk Assessments.
- Record of Health and Safety induction of Volunteers and Directors and agreed scope of charity activities and training requirements
- Record of specific training requested and undertaken by Volunteers and Directors
- Accident forms and completed accident forms
- RIDDOR forms
- List of First Aid Box complete contents
- Location of First Aid Boxes and record of items replaced

Appendices

Appendix 1: General Scope of Charity Activities

General

To provide education support for displaced Burmese communities in refugee camps on the Thai Burma border, in migrant communities in Thailand and within Burma. BEP Volunteers do not volunteer within Burma.

Nature of activities

Support is provided in the form of the provision of education materials, financial support, preparation of teaching materials and providing direct teaching assistance.

Teaching support

Direct teaching assistance is generally undertaken within refugee camps on the Thai border and in migrant schools within Thailand.

Teaching covers a range of areas and presently specialises in English Language, Teaching Methodology, Science, Special Educational Needs and Learning Disability Nursing (non-medical).

Fundraising and promotion

Fundraising and promotional activities within Britain involve undertaking presentations and slide shows at a variety of venues. These include presentations to community and interest groups, universities, city presentations, stands at conferences and the media. Fundraising includes making formal applications and small events include coffee mornings and ceilidh's.

Scope

All activities and initiatives undertaken through the Burma Education Partnership shall be agreed at Directors meeting prior to undertaking the initiative and the outcomes shall be reported at the next meeting.

Should any proposed activity be proposed at short notice then this shall be brought to the attention of the Chair who shall advise other Directors by email.

Appendix 2: Risk Assessments

See separate document

Appendix 3: Fire Assessment

Situation	Checks	Actions	Inform
<p>Meetings within a home (Person arranging the meeting shall undertake 'checks', 'actions' and inform)</p>	<p>Are there sufficient and accessible access points? Is there sufficient space for the number of people attending the meeting? Will heaters become obstructed? Is electrical equipment safe? Is there a Smoke Alarm with live battery?</p>	<p>Unlock doors or have keys readily accessible. Arrange seating and furniture to enable access to doors and not to obstruct electrical appliances. Locate keys near to doors. Replace Smoke Alarm Battery if required.</p>	
<p>Holding a meeting, undertaking a presentation or teaching. (Person arranging the meeting shall undertake 'checks', 'actions' and inform)</p>	<p>As for 'Meeting within a home' and; Are there any instructions in the event of fire and signage? Are Fire Extinguishers present? Where are they and are there operating instructions? Is there a Fire Alarm? Where is it and how does it work? Is there a suitable collection area? Where is the nearest source of water and containers?</p>	<p>Request information on arrangements in the event of fire from the owner / representative of the premises and read procedures. Arrive in time to familiarise oneself with written procedures and undertake one's own Fire Assessment. Locate Fire Extinguishers and alarms and read operating instructions. Identify collection area. Locate the nearest source of water and containers. Locate phone.</p>	<p>Prior to the commencement of the presentation advise everyone present of the arrangements in the event of fire. If there are instructions for the premises, refer to them, if not advise everyone of the following: Access points, location of Fire Alarm, Fire Extinguishers, collection points, and water and advise that smoking shall not be permitted.</p>
<p>Teaching in unenclosed buildings e.g. camp schools (Teacher shall undertake 'checks', 'actions' and inform)</p>	<p>Is there sufficient space for the number of students? Do the seating arrangements enable safe access? Is there a suitable collection area should fire occur? Where is the nearest supply of water and containers?</p>	<p>Identify local fire procedures. Allow time to undertake a Fire Assessment. Request alternative premises if there is insufficient space or access points. Identify a circulation area and source of water.</p>	<p>Do not smoke in or near the camp buildings.</p>

Appendix 4: First Aid

The charity shall:

- Provide all Volunteers and Directors travelling to Thailand with the opportunity to attend a St Johns Ambulance Emergency Aid Course (or equivalent) within two months of travel, every three years. This is a four hour course delivered at St John's Ambulance regional centres.
- Provide all Volunteers and Directors with a copy of the Health and Safety Executive leaflet 'Advice on basic First Aid at work'.
- Provide a copy of the First Aid Manual including the Emergency First Aid Supplement (the authorised manual of St John's Ambulance, St Andrew's Ambulance Association and the British Red Cross) for each camp or other location.
- Provide a First Aid Kit for each camp or other location and identify a dedicated person to keep the kit whilst in camp. Ensure that the contents of the box is complete prior to travel.

It is recommended that volunteers:

- Attend an Emergency Aid course at a St Johns Ambulance regional center every three years.

The Volunteer shall:

- All Volunteers attending an Emergency Aid course at a St Johns Ambulance regional center shall provide a written statement of attendance to the Risk Manager (Director).
- Review the First Aid Manual and Emergency First Aid Supplement prior to travel in order to familiarise oneself with the format and the general content of the manual.
- Have a copy of the Health and Safety Executive leaflet 'Advice on basic First Aid at work' present during all volunteering activities in Britain or Thailand.
- The dedicated person shall take a copy of the First Aid Manual and Emergency First Aid Supplement to each camp and advise all volunteers at that camp where the book will be kept during the stay at the camp.
- The dedicated person shall take the First Aid Box into the camp and advise all the volunteers in that camp of the location of the box during the stay. The dedicated person shall provide a list of contents removed to the Risk Manager (Director) at the end of each trip.
- The dedicated person shall return the First Aid Manuals and First aid Box to a Director at the end of each trip.

Appendix 6

Health and Safety Induction Checklist

Name of Director carrying out induction:

Name of Volunteer being inducted:

Date of induction:

Induction Checklist	Complete
Identify the charities commitment to health and safety	
Explain the purpose of Health and Safety Policy	
Volunteering on the Thai/Burma Border (introduction)	
Identify the responsibilities of the charity with regard to health and safety	
Identify the responsibilities of the volunteer with regard to health and safety	
Introduction to Risk Assessments	
The First Aid Manual	
Provide copies of Health and Safety leaflets	
Specific training requirements:	

Appendix 7: Accident & Emergency Procedures

In the event of an emergency, a Volunteer shall contact a Director as soon as is reasonably practical.

The Director contacted shall issue an email briefing to all the Directors within 24 hours and confirm receipt by telephone to ensure that the email has been received by all Directors. An urgent meeting of Directors shall be held, if required.

One Director shall be identified as the key point of contact. That Director shall call in the support of other Directors as required and shall keep all Directors informed on a regular basis by an email briefing.

Directors shall assist in whatever way is practicable such as contacting the Embassy, insurers, sourcing medical provision, making transport arrangements and notifying relatives.

After the emergency has passed, those Volunteers involved in the emergency, whether directly involved or providing assistance shall prepare a report of their involvement, and issue the report to the Risk Manager as soon as is practicable. An accident form should also be completed.

The Risk Manger shall review the issues, review the Risk Assessments, and provide a report to for the Directors.

The report shall be presented to the Directors at the next meeting or at a separate meeting, if required. The event shall be reviewed and a summary (with amendments to policy, if required) recorded in the Health and Safety File.

Arrangements for Accident and Emergency procedures shall be reviewed by the Risk Manager annually, presented to the Directors and amended accordingly.

Appendix 13: Accident Form

Accident Form: Section A

	Section A (to be completed in all events)
Person reporting event	
Date reported	
Event date	
Time of event	
Location of event	
Activity being undertaken when event occurred	
Description of what occurred, who was involved and the circumstances surrounding the occurrence.	
Identify immediate actions to prevent a recurrence	
Witnesses: Name Name Name	

Signed:

Appendix 13: Accident Form (continued)

Accident Form: Section B

	Section B (to be completed for all personal injury events. One form to be completed for each person injured)
Name of affected person	
Role of affected person	
Organisation of affected person	
Part/s of body affected	
Details of injury	
First aid undertaken	
Name of person giving first aid	
What further treatment was required?	
Where was further treatment given?	
Who provided treatment?	

Accident Form: Section C

	Section C (to be completed for all damage to property events)
Was there any damage to property? (Describe)	
Whose property was damaged?	

Appendix 13: Accident Form (continued)

Accident Form: Section D

	Section D (To be completed by the Risk Manager / Director)
Name	
Date	
Immediate (observable) causes: What charity activity may have contributed to this event?	
Had control measures identified in the Risk Assessments been followed?	
Immediate remedial actions taken to prevent a recurrence	
Initial recommendations to prevent a recurrence	
<i>Assessment of significance of event:</i>	
Estimated cost of injury	
Estimated cost of damage	
Actual loss / Severity (minor, serious, major)	
Potential loss / Severity (minor, serious, major)	
Probability of recurrence (seldom, occasional, frequent)	

Appendix 13: Accident Form (continued)

Accident Form: Section E

Section D (To be completed following presentation to Directors meeting)	
<i>Prepared by Risk Manager prior to the meeting</i>	
Date of meeting	
List accident forms completed (A,B,C, D)	
Summary of recommendations by Risk Manager	
<i>At meeting</i>	
Summary of discussion at meeting	
Further actions agreed and timetable for implementation	