



Doohamlet Community & Resource Centre

Incident & Accident Reporting Procedure

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1.0 Purpose

To provide guidance and a series of actions on how to manage incident reporting and investigation and to ensure that all legal and non-statutory obligations are met in this regard.

Incident reporting allows The Centre's management to identify trends or repeated incident types and allows them to implement measures to protect employees/volunteers and the general public.

Complying with a procedure also ensures that incidents are logged and recorded in a timely way and can be notified to our insurer in the events of claims being made.

2.0 Scope

Applicable to all The Centre employees/volunteers.

3.0 Definitions/Abbreviations

3.1 **The Centre:** Doohamlet Community & Resource Centre, including the internal and external building, carpark and community garden.

3.2 **Employees/Volunteers:** Anyone working on behalf of The Centre in maintenance, set-up, cleaning or project related duties.

3.3 **Incident:** Event(s) in which an injury or ill health (regardless of severity) or fatality occurred, or could have occurred inclusive of any accident, dangerous occurrence or near miss. This may include dangerous occurrences that may have taken place without anyone on the premises.

3.4 **Accident:** An incident which has given rise to injury, ill health or fatality. (OHSAS18001:2007) The Safety, Health and Welfare at Work Act, 2005 defines an accident as arising out of or in the course of employment which, in the case of a person carrying out work, results in personal injury. A very serious incident in this context includes:

- Death or serious injury of an employee/s in the course of work.
- Death or serious injury of third party/s as a result of a work-related activity.
- Accident involving injury to multiple parties (employees and/or third parties) as a result of work related activities.

3.5 **HSA Notifiable Accident:**

- An accident at work resulting in death.
- An accident at work resulting in an employee not being able to perform normal duties for more than three consecutive days, excluding the day of the accident following the accident even if some of the days are days where the employee is not scheduled to work (e.g. weekends).
- Accidents resulting in general injuries to members of the public where a person requires treatment from a medical practitioner. Accidents related to medical treatment or a pre-existing medical condition are not reportable. Road traffic accidents relating to members of the public are only notifiable if they relate to vehicle loads or to the construction or maintenance of roads or structures adjacent to roads.
- A dangerous occurrence which may or may not result in injury or death but poses a serious danger to safety (see definition of Dangerous Occurrence). (Health & Safety Authority website, 2010).

4.0 Roles and Responsibilities:

4.1 The Centre management shall:

- Implement this procedure ensure that employees/volunteers they have responsibility for are familiar with this procedure and comply with it.
- Advise on the implementation procedure and undertake inspections and audits of this procedure.
- Notify the HSA of reportable accidents and dangerous occurrences.
- Make incident reporting forms available and ensure incidents are reported in a timely manner.
- Securely hold all incident report forms and retain them for future reference.
- Carry out serious incident investigations and support other relevant incident investigations. Collate the information, findings and recommendations from all investigations.
- Provide incident register reports/statistics to The Centre Management Committee and monitor and review incident trends.
- Prepare an incident register and maintain records.
- Notify the insurer of any incident or accident that is relevant.
- Identify corrective and preventive actions and implement corrective and preventive actions.
- Communicate relevant corrective and preventive actions.

4.2 Employees/volunteers shall:

- Make themselves familiar with the contents of this procedure, comply with the procedure and take reasonable care of their own safety, health and welfare and that of others.
- Use any equipment provided to reduce or eliminate the risk of manual handling injuries as required.
Equipment provided includes;
 - Chair trolley
 - Table Trolley
 - Catering trolleys (which can be used for purposes other than catering)
- Cease an activity where there is any risk or perceived risk to personal health or concern of injury. Notify The Centre management of these concerns and request to be relieved of any related duty.
- Identify any activities where a risk assessment is not already completed and measures put in place to mitigate the risk. Assist the competent person in any Risk Assessment Process.
- Report any of the following to The Centre management;
 - Defects to plant or equipment.
 - Reservations regarding their own physical capability to carry out the activity.
 - Pre-existing medical condition or injury which specifically affects the handling of loads.
 - Manual handling incidents.
- To co-operate with The Centre or authorised others to allow us or others, comply with any of the relevant statutory provisions.

5.0 Procedure

Incidents involving a fatality, or a serious injury shall be notified to An Garda Síochána, the Health and Safety Authority and to The Centre Management. An investigation may take place - Do not leave the scene or remove evidence! Notifiable accidents as defined by the Health and Safety Authority (HSA) shall be reported to the HSA by the Management Committee on the HSA's IR1 form (either on line or hardcopy by registered post) as soon as is reasonably practicable. Dangerous occurrences shall be reported to the HSA on the HSA's IR3 form as soon as is reasonably practicable.

All other incidents will be notified to the Management Committee. Depending on the severity of the incident, the incident should be reported by phone, by WhatsApp/Text Message or by email as soon as possible after the incident occurs and at latest within 24 hours of the incident. Additional details and an 'Incident record Form' may be returned in the days after the incident.

Where there is a risk of criminal investigation with regard to an accident or incident the employee/volunteer should speak with a member of the Management Team before speaking to anyone else. All information relating to the incident shall be treated in the strictest confidence.

Complete an '*Incident Record Form*' for all incidents, accidents and near misses – contained in Appendix A. Forward completed forms in an envelope clearly marked 'Private and Confidential' to: The Chairperson, Doohamlet Community & Resource Centre, Doohamlet, Co. Monaghan.

6.0 Incident Investigation & Review

The Management Committee will be briefed on incidents of a serious (or potential to be serious) nature through their regular meetings or through a special meeting/other means as required.

Where considered necessary or beneficial the Management Committee, when notified of an incident, may choose to investigate the incident further. This function may be delegated to a member of the committee, or a 3rd party may be contracted to undertake the investigation. The incident investigation report will provide summary details on what occurred, cause of occurrence (where known), investigation, control measures and learning from incident. Any recommendations as a result of the incident will be included and should be considered by the Management Committee.

An Incident List (for current year) will be presented at the AGM each year – personal details that may identify the persons involved will be withheld from this list.

7.0 Training & Implementation of this Procedure

Employees/volunteers will be made aware of this procedure through induction and at refresher training.

This procedure was adapted by the Management Committee of Doohamlet Community & Resource Centre on

1st July 2020.

Appendix A – Incident Record Form