



## Accident & Incident Reporting Policy

Version	Review Date	Reviewers	Notes
1	April 2020	Karon Cormack Rachel Glasgow Simon Eves	
2	February 2023	Gillian Leitch	Change to form only
3	February 2025	Alastair Johnstone/Kevin Selbie	

NMBC is blessed with a property in Greenfarm Road which serves as a place of joyful worship at our weekly services, as well as a place of welcome and hospitality, as we seek to reach out to the wider community of Newton Mearns.

We have a duty and responsibility, spiritually, morally and legally, to ensure that as a Church we, insofar as is reasonably practical, provide a safe and healthy environment for all users of the building, be they staff, church members, volunteers or visitors.

This Policy therefore outlines the processes and protocols by which we operate in relation to the reporting of any accidents or incidents which either cause personal injury, pose a risk or a potential risk to personal safety, or compromise the good name and reputation of NMBC.

## **Overview**

Any accident resulting in an injury, however minor, as well as any identified dangerous occurrences, including 'near miss' type occurrences (where no personal injury or loss and/or damage to property has been sustained) must be reported immediately if possible, and at most within 48 hours. The sooner accidents and/or incidents are reported, the better. It means action can be taken quickly, any weaknesses or vulnerabilities can be resolved, and issues addressed efficiently.

Reporting accidents and/or incidents is not about 'catching people out', nor is it about 'apportioning blame', but what it is about is ensuring NMBC is a safe place for everyone, where everyone not only feels welcome, but safe. Reporting accidents and/or incidents means we can build up a picture of any issues or vulnerabilities which could compromise the security of the premises, could pose a health and safety risk, or affect the welfare of the children and young people entrusted to our care.

## **What is an accident and/or incident?**

Accidents, for the purpose of this policy, are classed as any occurrence which causes personal injury, however minor, to anyone when they are in, or around, the church premises.

Incidents, for the purpose of this policy, we have classified under three main headings, although the descriptors and examples below are by no means exhaustive. If in doubt as to whether to report an incident, please speak in the first instance to the Diaconate.

- **Premises Incidents**

Any incident which compromises the security of our premises in Greenfarm Road or impacts on the safety of anyone using the building, or which is inconsistent with the protocols and practices by which we have agreed to operate as outlined in our Health & Safety Policy, Lone Working Policy, Safe Use of Ladders Guidance and/or Manual Handling Guidance. Examples of incidents would include:

- Break-in or attempted break-in
- Discovering that the premises (side door and/or any internal doors) on opening up had not been locked and made secure by whoever was last in the building
- Discovering on opening up that the alarm had not been set and thus the premises not made secure by whoever was last in the building
- The theft of any personal items from the church
- Loss of keys for the building by any keyholder
- Incorrect use of ladders which could result in injury
- Anything which compromises or could potentially compromise the safety of anyone using the building (frayed carpet which could result in a trip/fall, significant spillage on floor, chairs stacked more than 5-high except when securely locked away, etc)

- **Data Incidents**

Any incident which compromises the integrity and security of the data we hold or is inconsistent with the practices and protocols by which we have agreed to operate as outlined in our General Data Protection (GDPR) Policy. Examples of incidents would include:

- Loss of data in any form relative to the affairs of the church
- Loss of encrypted material
- Information leaks, deliberate or accidental
- Undertaking of an event without the required consent forms and/or risk assessments
- Use of church equipment without prior authorisation
- Interfering with IT/AV equipment without the appropriate authority

- **People Incidents**

Any accident resulting in personal injury, however minor, or incident which directly involves an individual, particularly a child, young person or elderly person, and which is inconsistent with the practices and protocols by which we have agreed to operate as outlined in our Child Protection Policy and the policies mentioned under 'Premises Incidents'. Examples of accidents and incidents would include:

- The accidental spillage of soup over a child at a fellowship lunch
- An elderly person falling as a result of an un-gritted path outside the church
- A child intentionally causing injury to another child or adult (out-with the rules of a game where any such injury could reasonably be regarded as unintended or accidental)
- Trapping one's fingers in a door or in the mechanism of a folding table

The reporting of any child protection incident in respect of a children's or young person's leader still remains a requirement in accordance with our Child Protection Policy, mindful that depending on the nature of the incident there may be a subsequent need for pastoral intervention.

### **How do I report an incident?**

Any accident and/or incident should, if possible, be reported immediately, and at most within 48 hours, on the 'Accident & Incident Reporting Form' (as appended) copies of which will always be available in the Church Foyer or from the Church Office.

If possible, the person who had the accident should sign the form to show they agree with the statement of the accident. If the person who had the accident is under 18, their parent/carer should sign the form in the relevant section too.

The form should either be e-mailed to the Church Office or posted in the Office letterbox (in the side entrance foyer). Where an accident has occurred, and to satisfy RIDDOR requirements where appropriate, the Office will record the details in the Accident Log, and again, if appropriate, will arrange for the Health & Safety Executive to be notified.

The Church Office will then bring the report of the accident and/or incident, where appropriate, to the attention of the Diaconate who, where appropriate, will alert the appropriate member of the Diaconate and any key persons (Property Group, Pastors, Deacons, etc).

**Under no circumstances (if the accident and/or incident is major or serious) should you discuss it with the media. Any media enquiry should be referred directly to one of the Pastors, or in their absence, one of the Elders.**

### **What happens next?**

Once the accident and/or incident has been reported, the Diaconate will without delay investigate to ensure any impact resulting from the accident and/or incident is minimised, the appropriate lessons have been learned and any interventions have been put in place to prevent insofar as is reasonably possible, a similar recurrence in future.

### **Responsibilities**

**It is the responsibility of the NMBC member organising or the 'responsible person' present at the time of the accident and/or incident or 'near miss' to ensure that:**

- it is reported immediately to the Church Office, and at most within 48 hours of it happening

**It is the responsibility of the Diaconate to ensure that:**

- All those with a responsibility for reporting (including third-party users of the premises) are aware of the procedures required for the reporting of any accidents and/or incidents
- Each reported accident and/or incident or 'near miss' is investigated promptly and that any remedial actions required are identified, documented and implemented as priority
- The Diaconate are consulted for further advice as necessary

**It is the responsibility of the Diaconate to:**

- Ensure a supply of 'Accident & Incident Report' forms are always available in a prominent location in the foyer
- Review every incident report received at the next meeting of the Group
- After investigation, to devise a recommendation to the relevant Church group to negate the relevant risk and amend any processes, protocols, practices and policies if required.

Should you have any queries about this Policy, please contact the Church Office on (0141) 616 2362 / email address - [office@newtonmearnsbaptist.org.uk](mailto:office@newtonmearnsbaptist.org.uk) - who will direct your query to the appropriate person.

## **NMBC ACCIDENT & INCIDENT REPORT FORM**

About the person filling out this form:

Name	
Address	
Contact Phone Number	
Position	Church member  Staff  Visitor  Contractor
Signature	

About the person who had the accident (where relevant):

Name	
Address	
Contact Phone Number	
Position	Church member  Staff  Visitor  Contractor
Signature (if possible))	

If the person who had the accident is under 18, about the parent/carers (Where relevant)

Name of accompanying adult	
Relationship to child	
Address	
Contact Phone Number	
Signature	

**Date and time of accident and/or incident:**

**Exact location of accident and/or incident:**

**Description of accident/incident (please give as full a description as you can, including how the accident happened and any treatment given)**

**If first aid was administered, give details of who administered it**

**What caused the accident and/or incident?**

**Space for additional notes**

**To be completed by the Church Office & The Diaconate**

**Date/Time Notified:**

**Initial Actions (including RIDDOR report?)**

**Name:**

**Recommendations:**

**Name:**

**Diaconate Review date:**

**Outcome:**

**Closure/Further Actions required:**

