



2026

WOOTTON PARISH COUNCIL ACCIDENT/INCIDENT REPORTING POLICY



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Version History

Version	Reviewed at	Approved at
Version 1.00	Full Council Meeting of Wootton Parish Council on 12 th August 2026	Full Council Meeting of Wootton Parish Council on 12 th August 2026

To be reviewed at each Annual Council Meeting.

ACCIDENT/INCIDENT POLICY

Wootton Parish Council recognises its responsibility to ensure that all reasonable precautions are taken to provide both adults and children with play and leisure conditions that are safe, healthy and compliant with all statutory requirements and codes of practice.

AIM OF THE POLICY

This policy is intended to set out the values, principles and policies underpinning the Parish Councils' approach to accident/incident reporting, to enable the organisation to meet the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and to take action to prevent the recurrence of accidents/incidents in the future as far as it is possible.

ACCIDENT/INCIDENT REPORTING POLICY

Wootton Parish Council will comply fully with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). This policy will be reviewed annually for relevance and completeness. Parish Council Members, the Clerk to the Council and other staff members should ensure that both individually and collectively, they are responsible for ensuring that:

- All accidents/incidents involving injury to Staff, Volunteers, Councillors, Contractors or Service Users are reported and recorded, no matter how minor.
- All reported accidents/incidents are fully investigated.
- The results and recommendations from investigations are fully implemented to prevent or minimise any recurrence of such accidents/incidents.
- If the accident/incident involves equipment, fixtures or property owned by the Parish Council, the equipment, fitting or property is to be taken out of use until inspected and found fit for use, either by two or more Councillors, a Councillor and the Clerk to the Council or a competent technical expert.

A record is to be compiled and retained which details:

- The date, time and place of any accident/incident reported.
- The name, address and occupation of injured or ill person(s).
- The details of any injury/illness and what first aid was given.
- Whether an ambulance, paramedic or first responder attended.
- The name and signature of the first aider or person dealing with or witnessing the accident/incident.
- The subsequent location of the person immediately following the accident/incident (for example went to friends, home or hospital).

REPORTING PROCESS

As soon as an accident/incident is reported to a Member of Wootton Parish Council, Clerk to the Council or other staff member, the Clerk to the Council will initiate the accident/incident reporting and investigation process at the earliest opportunity. The Clerk to the Council must be informed as soon as practicable and shall inform all Members of the Council no later than the next Parish Council meeting following the accident/incident, and ideally via email before any meeting.

ACCIDENT/INCIDENT REPORTING AND RECORDING

An Accident/Incident report is required in the following circumstances:

- When any Staff, Volunteer, Councillor, Contractor or Service User experiences any injury, however slight, whilst inspecting or maintaining the play equipment and surrounds.
- When a user of the play equipment or their accompanying 'responsible adult' experiences any injury, however slight, whilst using the facilities. When informed of an accident/incident any Parish Council Member or the Clerk to the Council will:
 - Report fatal accidents/incidents immediately to the Chairman and Clerk to the Council (if not already advised).
 - Report major injuries immediately to the Chairman and Clerk to the Council (if not already advised).
 - Report dangerous occurrences immediately to the Chairman and Clerk to the Council (if not already advised).

Three types of records are to be made.

- A completed Accident/Incident report form – available from the Clerk to the Council. These should in the first instance, be completed by the person suffering from the accident/incident or by a Parish Council Member or the Clerk to the Council. The form is to be counter-signed by the witness(es) and passed back to the Clerk to the Council.
- An entry in the Parish Council Accident/Incident Log Book – held by the Clerk to the Council. This includes all accidents/incidents on any Parish Council facilities whether they are notifiable or not.
- For Notifiable Note 2 accidents/incidents – [HSE report forms](#) must be completed. They must be completed and sent to the relevant enforcing authority within 15 days of the accident/incident.

RECORD KEEPING

Written records of reportable accidents/incidents and dangerous occurrences (i.e. those which must be reported to the appropriate enforcing authority) are to be kept by the Clerk to the Council for a minimum of three years or 21 years in the case of playground accidents/incidents involving children.

Fatal accidents/incidents, major injury accidents/incidents and dangerous occurrences must be reported immediately by telephone to the enforcing authority by the Chairman or Clerk to the Council and followed up with the appropriate form. Telephone notification should always be followed up with submission of the relevant HSE report forms. Notification forms should be completed by the Chairman or Clerk as soon as possible after the accident/incident and completed copies kept, again for a minimum of three years or 21 years in the case of playground accidents/incidents involving children.

Additional information on Accident/Incident Reporting and making a RIDDOR report can be found [here](#).