**[logo]**

**[event]**

**ACCIDENT REPORTING**

This procedure forms part of the [event] Health and Safety Policy. All accidents on The Fesitval site and Town site, causing injury or harm to visitors, staff, volunteers

**Legal Position**

contractors, will be recorded using the Accident / Incident Report Form for all accidents and incident however minor. Apart from being a legal requirement, this enables us to investigate the more serious accidents to minimise the risk of a recurrence. Festival workers and volunteers on site are required to cooperate with these arrangements; this includes obtaining First Aid treatment.

The law on accident/incident reporting is covered by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Amended 2012. These Regulations set down requirements for reporting certain types of accidents/incidents to HSE

Recording of accidents/incidents

All accidents/incidents will be recorded as soon after the event as possible. Any Festival employee/volunteer attending an incident is responsible for this unless a first aider is providing treatment, If this is the situation they are responsible for making the report.

Due to data protection requirements, the completion of personal details will apply and all forms should be forwarded to the Health and Safety Officer or Director responsible, no personal details should be left for others to see.

Reports of dangerous occurrences should be made to the Site Health and Festival Coordinator.

**RESPONSIBILITIES**

**[event] Health and Safety Officer & Festival Coordinator**

* An initial investigation must be carried out immediately to establish the causes and identify actions to avoid a recurrence, where necessary remedial measures should be introduced and monitored..
* Where the accident or incident is serious or a dangerous occurrence has taken place, a full investigation must be carried out and recorded on the back of the Accident Record / Incident Report Form.

Any condition, equipment or substance associated with the incident must:

* Be made safe where necessary
* Not used until an investigation / examination has taken place
* Not be disposed of without the permission of the Festival Health and Safety Officer, Emergency Services
* If appropriate take photos, make sketches and/or record dimension, weights, quantities, etc.

**What is a ‘Serious’ Accident / Incident?**

It is not possible to list every instance that could be regarded as a serious accident; however, the following guidance is given:

* Accident involving the need for an ambulance or an immediate visit to A&E
* Where unconsciousness has taken place
* When the outcome or injury sustained could have been much more serious (e.g. a dangerous occurrence or near miss)
* When the condition of equipment or facility may have been a factor (e.g. incorrect setting up of equipment)
* When the potential condition of the sites may have been a factor (e.g. trip caused by electrical cable)
* When a substance used in the may have been a factor (ie spillage of a gunpowder)
* Where a threat of legal action has been intimated or thought likely
* Physical attack to a volunteer/employee
* An accident that is reportable to the Health and Safety Executive (HSE) by the Festival Health and Safety Officer or the Festival Coordinator

If in doubt, treat the accident as serious by completing the back of the report form.

**Reporting to the HSE**

Where an injury has caused incapacity from work for more than seven consecutive days or a major injury, The Festival Health & Safety Officer will report to the HSE as defined in the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR).

Definition of Major Injuries:

* fracture other than to more than two fingers, thumbs or toes
* any amputation
* dislocation of the shoulder, hip, knee or spine
* loss of sight
* any penetrating injury to the eye
* any injury leading to unconsciousness or requiring resuscitation
* any injury requiring admittance to hospital for more than 24 hours
* notifiable diseases.

RIDDOR website: http://wwww.riddor.gov.uk. The report should be made using the appropriate form:

F2508 Report of an injury

F2508 Report of a Dangerous Occurrence

F2508A Report of a Case of Disease

F2508G1 Report of a Flammable Gas Incident; or

F2508G2 Report of a Dangerous Gas Fittin

**Off-site accidents**

If an [event] employee/volunteer is working on third party premises ie [location], details of any accident should be reported in their accident book as well as the [event]. Festival staff/employees should not use the accident form to report an accident which occurred in their own home or on an activity which is not work-related.

If an accident occurs due to an festival employee/volunteer at work in a road traffic accident, the Directors will undertake an investigation.

**Festival Employee duties**

The [event] expect all [event] employees/volunteers to assist it in complying with its legal duties under RIDDOR. This means that [event] employees/volunteers are expected to have due regard for their health and safety and that of their colleagues. If safe systems of work have been introduced festival employees are expected to follow them, along with any instructions. All festival employees/volunteers are required to report accidents in a timely manner.

**Accident investigation**

Unless the accident is minor it will be investigated by the [event] Health and Safety Officer or Festival Coordinator. Where necessary, remedial measures will be introduced and monitored. Details of such accidents will be discussed at the Directors Board Meeting. If an employee has time off from work Directors must keep a record of the number of days absent from work.

Serious accident during the Festival will be investigated by the [event] Health and Safety Officer. In the event of a road traffic accident the [event] Health and Safety Officer may need to liaise with the police or other outside bodies, the Festival Health and Safety Officer must be included and informed of these investigations. All investigation paperwork will be held with the [event] Director investigating the accident/incident .

In the event of a serious accident during [event] related work all investigating material will be held by the health and safety officer for a period of 6 years.

Review date 2017