



**INCIDENT / ACCIDENT /NEAR MISS RECORD AND REPORTING
(FOR PEOPLE/ CHURCH PREMISES)**

Please complete this form for any incident/accident/near miss that falls into the categories listed overleaf. It is the responsibility of the Activity Leader/Service Coordinator/Church Leader present to complete and action the recording and reporting.



This is a confidential document and must be signed then shared with the Minister/Safeguarding Officer/H&S Rep/Line Manager as appropriate, ensuring it is stored confidentially in the church office. The Safeguarding Officer or Minister is responsible for informing the Circuit Safeguarding Officer as appropriate.

NAME OF PERSON REPORTING:

CONTACT TELEPHONE NUMBER FOR PERSON REPORTING:

ROLE OF PERSON REPORTING:

DATE OF INCIDENT OR ACCIDENT OR NEAR MISS:

TIME:

DATE COMPLETING THIS FORM:

PERSONAL INJURY OR INCIDENT (please complete a separate form for each person involved)

NAME OF PERSON INVOLVED:

CONTACT ADDRESS, IF KNOWN:

CONTACT TELEPHONE NUMBER, IF KNOWN:

CATEGORY - closest match overleaf (e.g. A4)

IN WHAT CAPACITY WERE THEY ON THE PREMISES?

IN YOUR OPINION, WAS THERE ANY SUBSTANCE MISUSE INVOLVED? YES / NO

If so, what do you suspect?

EQUIPMENT FAILURE OR NEAR MISS

WHAT WAS THE NATURE OF THE EQUIPMENT?

WHERE WAS IT LOCATED?

IS IT NOW SAFE? YES /NO

ABOUT THE ACCIDENT OR INCIDENT OR NEAR MISS

SAY WHAT HAPPENED (USE THE REVERSE OF THIS SHEET FOR ADDITIONAL SPACE). GIVE BRIEF DETAILS

WHAT ACTION WAS TAKEN AT THE TIME?

TO WHOM HAS THIS INCIDENT/ACCIDENT/NEAR MISS BEEN REPORTED?

WHEN AND HOW WAS THIS COMMUNICATED?

IS FURTHER FOLLOW UP REQUIRED [in your opinion]? YES / NO If so, by whom?

Signature

DEFINITIONS

'Leader': person in charge of activity at the time. SO: Church Safeguarding Officer. H&S: Health & Safety Rep.
LM: employee's line manager

PERSONAL RISK OR ACCIDENT OR NEAR MISS

	<u>REPORT TO (as approp)</u>
A1 Physical or verbal offence/aggression towards any person and by any person	Leader, Minister, SO
A2 Sexually inappropriate behaviour, grooming or touching (or concerns about)	Leader, Minister, SO
A3 Misleading or untruthful information deliberately given by individual	Leader, Minister, SO
A4 Slip, trip, fall, bruise, cut	Leader, Minister, H&S, SO
A5 Burns or scalds	Leader, Minister, H&S, SO
A6 Collapse of person on the premises	Leader, Minister, SO
A7 Any work-related stress of employees of the Methodist Church	LM
A8 Exposure to electrical danger	Leader, Minister, H&S, SO
A9 Ill health of person on Church premises e.g. epileptic fit, incontinence etc	Leader, Minister, SO
A10 Emergency call required	Leader, Minister, SO
A11 Exposure to chemical agents e.g. adverse reaction to cleaning fluid	Leader, Minister, H&S, SO
A12 Injury resulting from manual handling of animate or inanimate weight	Leader, Minister, SO
A13 Mental confusion placing individual at possible or probable risk	Leader, Minister, SO
A14 Adult appears fearful of another person (report to minister if the person is the leader)	Leader, Minister, SO
A15 Adult appears inappropriately hungry/inappropriately dressed	Leader, Minister, SO
<u>Disclosure of possible or identified abuse:</u>	Leader, Minister, SO
- A16 Physical	
- A17 Emotional	
- A18 Sexual	
- A19 Neglect	
- A20 Domestic control	
- A21 Financial control	

OTHER

D1 Please use this form to report any other incident/risk not covered above As appropriate

CHILD SPECIFIC

B1 Under 16 year old not collected from activity promptly by responsible adult	Leader, Minister, SO
B2 Seeming to be inappropriately hungry	Leader, Minister, SO
B3 Seeming to be inappropriately dressed for weather conditions	Leader, Minister, SO
B4 Seeming to be inappropriately fearful or vigilant	Leader, Minister, SO
B5 Report of any sign of abuse (as listed above) or possible abuse (no proof)	Leader, Minister, SO

PREMISES

C1 Failure of equipment resulting in an accident or near miss	Leader, H&S, Minister
C2 Theft, loss or damage of property <u>belonging to another</u> whilst on premises	Leader, H&S, Minister
C3 Theft, loss or damage to Church property, burglary, break in	Leader, H&S, Minister
C4 Person locked out of building or refused entry	Leader, H&S, Minister
C5 Person locked inside building	Leader, H&S, Minister
C6 Security Issue e.g. lost keys to premises, shared security code	Leader, H&S, Minister
C7 First Aid Kit not available or inadequate for purpose	Leader, H&S, Minister
C8 Fire Risk or incident (including difficulty with equipment)	Leader, H&S, Minister
C9 Substance of premises forming risk e.g. carpets which may cause fall	Leader, H&S, Minister

Use this space for a continuation sheet from overleaf