

## Blyth u3a

### Accident Reporting Policy

#### Purpose

To provide an accident reporting procedure, which will be fair and effective according to Blyth u3a local and legal requirements.

#### Scope

Relevant to all Blyth u3a members, including associate members.

#### Accident Reporting

It is necessary to report accidents in order that

- all Health & Safety aspects of our activities can be reviewed and improved where necessary.
- a record is held in case any person makes a damage/injury claim against a U3A member or Group Leader and a claim on the U3A insurance is necessary.

If a reportable accident occurs:

- Ensure details of persons involved and witnesses are noted
- Fill in the accident form, available online or from the U3A business secretary.
- Make sure that each form is signed and dated and that full names are used.
- Please remember to suggest any precautions or changes that might be made to prevent a similar occurrence.

*NB If your activity involves you being away for more than a day ensure you have access to the forms whilst away.*

Every accident or 'near miss' needs to be reported: *accident report form Appendix A attached*

- If any emergency services are called to the scene
- If any visit to hospital or GP is needed
- If the Group/Activity leader advises a visit to hospital or GP.
- If there has been a 'near-miss' which could have resulted in an injury in one of the above categories

NB In this last case it is only necessary to complete the "Nature of Accident"



and “Suggested Precautions” section before signing and dating.

All Accident Reports will be discussed at Committee level and actioned as necessary. Recommendations may be made and/or future practice pre- or proscribed.

A file of reports will be kept by the nominated officer (The Accident Record Book).

<b>u3a</b>	Accident Reporting Policy	JG Blyth u3a
V 1.1	Initial document	01/08/22
	Review due	01/02/24
V 1.2	Reviewed and amended 24/7/24 17/06/25 next review 17/06/26	17/06/26