**Mearns Kirk Helping Hands**

**Accident Reporting: Guidance for Volunteers and Staff**

An Accident Report is an official document, used to let others know that an accident has taken place during an activity. It allows us to demonstrate that appropriate actions were taken at the time and ensures that any appropriate follow up actions are taken. This might be a review of a policy or procedure, follow up with a group member or volunteer or appropriate follow up reporting to, for example, the Board or the Health and Safety Executive.

You may need to complete both an Accident Report and an Incident Report depending on the situation *(see also Incident Reporting Procedure).* If you are not sure which form/s to use, please check with the Group Leader or the Project Manager.

Likewise, if you are in doubt as to what to write in an Accident Report, speak with the Group Leader or Project Manager who will guide you through what to record.

The Accident Report Book is located in the foyer.

***When completing an Accident Report:***

* Try to sit somewhere you have some privacy. If two or more people have been involved in an accident, you should produce one report together.
* Report only what you know to be fact. Do not make any assumptions or give any opinions about why an incident may have occurred. For example, in a situation where a somebody has fallen over a chair, you would write “X fell over a chair”, not “X fell over a chair because he wasn’t paying attention”.
* Be as brief and accurate as you can. If you can recall exact words etc. you can note them down in speech marks. If you are not certain about something (for example “X injured his left hand, right knee and lower back”) do not write it down, just write what you know/ have seen e.g. “X had a bruise on his left hand and **reported** pain in his right knee and lower back”).
* Note any follow up action which was taken, for example “X was advised to seek medical attention”, “ambulance service contacted”, “next of kin informed”. If you administer any First Aid, you should also state what action you took, for example “I cleaned the wound and applied a sterile dressing from the First Aid Kit. I then advised X to seek medical attention”.
* Note any other witnesses to the accident- it may be useful for the Group Leader or Project Manager to ask others what they saw and will also allow appropriate debriefing.

***When the form is complete:***

* Use the numbering system as indicated in the Accident Book. Tear out the form and take it to the Group Leader or Project Manager. The GL/PM will debrief you to make sure you are not going home with any worries or concerns.
* The GL/PM will also debrief any other volunteers who may have been involved in or witness to the accident.
* The GL/PM will ensure any appropriate follow up actions are taken, and that any further reporting (for example to the Board) is completed.
* **Remember that all such reports are confidential and should be treated as such.**

***Vicky Attwood***

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