THE LIHOU
CHARITY LBG

Accident - Incident - Near Miss - Reporting Procedure

In the event of an accident or incident involving any persons, either resident, activity participant or staff the following should be used as a guide as to the reporting actions required after such an incident.

Inconsequential bump or knock – e.g. tripped on the beach

These can and are dealt with by staff on site at the time and require little more than comforting and reassurance – No first aid actions required

Minor Injury – e.g. cut finger

Incidences that require the application of a plaster or similar simple first aid remedies – These should be recorded on LCT form 020 to ascertain if patterns emerge with such injuries that then would require some form of action to reduce such pattern injuries

Significant Injury – e.g. twisted ankle

Injuries that require more thoughtful first aid actions and used bandages etc but that do not require the emergency services – These should recorded on LCT form 020 and also reported to a family member where it is a private group or school head teacher where it is a school group. The school will have the relevant approved reporting procedures for their individual establishment

Serious Injury – e.g. broken leg

Such injuries can easily be identified as they require immediate outside assistance and often require hospitalisation – Where a school child is involved, the head teacher should be informed and where it is a private individual, the family or parent should be contacted – The accident should then be recorded on LCT form 020 and the Trustees informed and also recorded on the Guernsey HSE form entitled ‘Report of an Injury, Disease or Dangerous Occurrence’ which should then be submitted immediately to HSE Guernsey offices where any action will then be taken – Risk assessments, Normal operating procedures and emergency action plans should then be reviewed as to their effectiveness and amendments made if required

Dangerous Occurrence – e.g. near drowning

These should be recorded on LCT form 020 and the Trustees informed and also recorded on the Guernsey HSE form entitled ‘Report of an Injury, Disease or Dangerous Occurrence’ which should then be submitted immediately to HSE Guernsey offices where any action will then be taken – Risk assessments, Normal operating procedures and emergency action plans should then be reviewed as to their effectiveness and amendments made if required