



Accident, Incident and Near Miss Procedures

V1.0 : February 2023

Who is this document for:

This document should be read by:

- All Bentley Copse staff.
- All group leaders.
- Anyone who is completing an accident form or incident and near miss form.

Companion documents:

This document should be read in conjunction with the following documents:

-  [Accident Form](#)
-  [Incident and Near Miss Form](#)

Procedures

1. If an *accident* occurs:

- 1.1 An accident form should be completed as soon as possible, no later than the end of the day.

 [Accident Form](#)

- 1.2 The completed form should be given to the duty manager.

2. If an *incident or near miss* occurs:

- 2.1 An incident or near miss form should be completed as soon as possible, no later than the end of the day.

 [Incident and Near Miss Form](#)

- 2.2 The completed form should be given to the duty manager.

3. All completed Accident Forms and Near Miss Forms:

- 3.1 Will be filed and have the contents logged.
- 3.2 Will be promptly collated and reviewed by the Centre Manager who may take prompt action; which may include, but is not limited to:
 - Reviewing associated site processes and facilities.
 - Reviewing or refreshing first aid kit contents.
 - Reporting the event, a redacted version of the event, or statistics on events, to appropriate persons within Surrey Scouts.
- 3.3 Will be referred to when reviewing site procedures and documentation; including, but not limited to:
 - Risk assessments.
 - Standard operating procedures.
 - Staff training procedures.
 - Any associated policies, procedures and rules.
- 3.4 Will be referred to, in part or in whole, when reviewing site facilities and equipment.

Definitions

4. Accident:

- 4.1 An accident is an incident involving an injury that requires first aid / treatment and that occurs if any of the following conditions are met:
- Participating on an activity.
 - Within an activity compound / area.
 - Outside an activity area, but injury triggered by an activity or those participating (EG Someone throwing a stick and hitting someone else not engaged in the activity).
 - Using our facilities (EG a slip on steps).
 - Require hospital or off-site medical treatment.

5. Incident

- 5.1 An incident is an event that is neither an accident or near miss, but requires some form of intervention or action, or has additional consequences.
- 5.2 Standard activity practices, such as coaching a nervous abseiler do not need to be logged as incidents.
- 5.3 Valid incident examples include:
- Physical intervention during an activity (EG while preventing a dangerous act)
 - Vandalism, either actual damage, or via deliberately dirtying facilities.
 - Disturbing others at Bentley Copse (EG late night disruptive behaviour, or rudeness to others).
 - Leaving facilities in a non satisfactory condition (EG not cleaning a hired building).
 - Not following site rules, or instructions given by site staff (EG driving onto woodland)

6. Near Miss:

- 6.1 A near miss is any event or incident that could have resulted in an accident; Including, but not limited to:
- Equipment failure
 - Misuse of equipment / PPE
 - Not following standard operating procedures either by instructor or participant