

Cityside Baptist Church Children and Youth Accident and Incident Reporting Procedures

Reviewed December 2016

This procedure sits under any Cityside-wide Accident and Reporting Policy

Purpose

To outline clear steps to take if an accident occurs as part of a children and youth event or programme, so that we can all rectify any issues and prevent a similar accident happening again.

Procedures

All Citysiders need to take responsibility for the health and safety of ourselves and the others that we gather with. Each of us needs to take action if we see something unsafe – either to address the issue if possible or to report it to those who can. Being “Health and Safety Aware” is how we can show that we take care of each other.

1. In the event of an accident or emergency, first act to ensure that everyone is safe.
Call 111 to access emergency support from the ambulance, fire or police if needed.
First Aid Kits are located:
 - Hall kitchen – at the Health and Safety Station. Ice pack in freezer.
 - At the chapel end of the building, at the bottom of the stairs.
 - Xplorer room - in the end cupboard. Ice pack in fridge in Admin Room.
2. **Accident and Reporting forms are kept with each First Aid Kit and at the Health and Safety Stations** in the Cityside Kitchen and by the stairs at the chapel entrance end of the building. These can be used by anybody to report accidents, personal injury, safety concerns, complaints or ideas for improving health and safety.
3. Cityside’s Administrator will pass the information collected here onto the appropriate people, for example: Cityside’s Health and Safety Committee, Cityside Council, pastoral staff, or the Children and Youth Planning Team.
4. It is important that “near misses” or concerns about potential hazards are also reported, so that something can be done to prevent them.

Notes for review:

These procedures need to be reviewed and added to once the Health and Safety Team have created Cityside-wide policy and procedures around accidents and emergencies, covering things such as first aid trained people, site safety and hazard identification checklists, first aid kit checklists, procedures once something has been reported as a H&S concern by someone etc.