

All Groups have a Risk Assessment which should be shared with the group members. Members can then consider this in conjunction with their personal Check List to decide whether to participate in an activity.

Every effort should be made to safeguard the health and safety of ALL members during Group Sessions and, although we cannot stop a member from taking part, we can point out our concerns. For example, if something is noticed that may indicate that it would not be a good idea for a member to play/take part (e.g., health, fitness, inappropriate clothing or endangering the rest of the group), they should be advised that it is not in the best interests of all to participate as other members may be at risk by their actions. We all have a duty of care to each other.

Despite all our best efforts, incidents may still occur or may 'almost occur'. (In this latter case it is important that it is reported so that steps may be taken to avoid a more serious incident in the future). If an incident does occur during a Group session (either in an outside venue, on a walk or in a member's home etc.) everyone may do what they reasonably can to help. If the member is conscious they should be asked if they would like any further steps to be taken.

In all cases, it is most important that the incident is reported. This applies even if the injured person says they feel well and are 'alright' as, occasionally, even an apparently small injury may escalate in its severity hours, days or even months afterwards.

1. Summary

- **All accidents and/or incidents (including 'near-misses') – complete Ru3a Accident & Incident Report Form (see 1.1)**
- **In addition to the above: where incidents occur at the Leisure Centre, Centre at St Peters, St. Peter's Church or Ravenshead Village Hall that venue's documentation needs to be completed. (see 1.2)**
- **Where accidents and/or incidents occur at other venues (e.g. on visits to places of interest, restaurants, on hire transport etc.) the group leader needs to complete that venue's documentation (1.2d).**
- **All completed forms to be sent to the Groups Co-ordinator as soon as possible. (see 1.3)**

1.1. The Ru3a Accident & Incident Report form

For ALL accidents and/or incidents, the GL or someone deputising for him/her, should complete this Form. These can be found new Ru3a website, under Policies, Health & Safety, Accident & Incident Report form. (On the old Ru3a website, it may be found under Committee, Scroll to the very bottom of the page to Accident & Incident Report Form. Committee)

Please include as much information as possible – e.g. what appears to have happened, what treatment/action was given etc. It should give the time/date, possible cause and names of witnesses.

1.2. If an accident and/or incident occurs in an outside venue:

In addition to the Ru3a Accident & Incident Report Form the Venue needs to know of any adverse event. For example:

a. RH Village Hall

There is an Accident Book, together with a First Aid Box, kept in the top left hand drawer in the kitchen (on the left as you go through the door). It may be useful to note that there is a De-fib outside with instructions for use.

b. RH Leisure Centre

Their forms are kept next to the First Aid Box in front of Reception. (The Reception is facing the front door in a small recess). The form should be either given directly to the Staff or left at Reception. It may be useful to note that the recess also contains a blanket and stretcher and a De-fib is outside the front door with instructions for use.

c. Centre at St Peters

They have an Accident Report book which is kept on the small table in the reception area. Please leave the book open in the kitchen where it can be seen. If the Incident has been caused by Centre equipment, please contact Gemma (07786 561974) as soon as possible. It may be useful to note that there is a First Aid Kit by the front door and a De-fib outside the front door with instructions for use.

d. St. Peter's Church

The church accident book is in the kitchen on the right hand side near the door. Above it is the first aid box and next to it is a fire extinguisher (the second fire extinguisher is in the foyer on the right as you go towards the toilets).

The GL or a group member deputising must complete the Ru3a Accident & Incident form.

e. Members' homes

The GL or a group member deputising must complete the Ru3a Accident & Incident form.

f. For other venues (e.g. on visits to places of interest, restaurants, on hire transport etc.) the management and/or staff of those venues or transport should be asked what documentation they have and requires completing in relation to an incident. Once such documentation has been completed, the group leader or trip organiser should request a copy for Ru3a retention.

1.3 All completed Forms

All completed forms should be sent/passed to the Groups Co-ordinator (or if unavailable, another member of the Committee, within one working day. The Groups Co-ordinator will pass them on to the Ru3a Health & Safety Officer or Business Secretary where they will be retained for three years.

DEFINITION

For the purposes of this document, examples of 'incident(s)', include but are not limited to:-

- Any event which leads to:
 - Injury
 - Falling ill
 - The need to seek medical attention
 - Hospitalisation
 - Death
- Damage to property
- An event which may have caused one of the above but which, more by good fortune than design, didn't do so on that occasion.

Date: