Accident and Incident Procedure

StreetGames UK Ltd has a legal duty to report certain accidents and incidents (including specific diseases) to the Enforcing Authorities. StreetGames UK Ltd must identify reportable injuries, deaths and dangerous occurrences and report in the appropriate manner as dictated by the Peninsula Health and Safety Policy and Procedures manual.

# Accident Procedure

StreetGames Ltd is aware of the fact that many staff do not work at a central site and may work from home or from the premises of a third party. Where they work from the premises of a third party the policy of that body shall take precedence. Where staff work from home they are required to keep their own record and ensure that the Deputy Chief Executive and Director of Finance are appraised in good time of any accidents.

In the event of any accident resulting in personal injury to staff, visitors, clients and volunteers. It is the responsibility of the person injured, or if they are not able, of their line manger to record:

1. The name of the injured person in the Accident Book (See StreetGames Health and Safety Policy)
2. Date, time and location of the accident
3. The circumstances around the accident
4. Details of the injury and any treatment given
5. The outcome of the treatment
6. The accident report should be signed and dated. The Deputy Chief Executive and Finance Director should be informed.

# Incident Procedure

StreetGames Ltd is aware of the fact that many staff do not work at a central site and may work from home or from the premises of a third party. Where they work from the premises of a third party the policy of that body shall take precedence.

This procedure should be used to record incidents such as, (but not limited to), aggressive, oppressive or offensive actions or comments.

In the event of any incident involving staff, visitors, clients and volunteers. It is the responsibility of the person injured, or if they are not able, of their line manger to record:

1. The name of the persons involved in the Incident Book
2. Date, time and location of the incident
3. The circumstances around the incident and any reasons for it
4. A description of the incident
5. Any action taken as a result of the incident

The incident report should be signed and dated. The Deputy Chief Executive and Finance Director should be informed.