

Title:	Serious Incident Reporting Policy
Version	V2.0
Date Last Updated	May 2024
Date Approved by Management Committee:	Jan 2025
Review Date	Jan 2026

The primary responsibility for health and safety lies with the Hirer of BCVH facilities. The Management committee are responsible for providing a safe environment for these Hirers.

BCVH maintains two First Aid Boxes which are located in a marked drawer in the village hall kitchen and the Westlake kitchen respectively, together with an accident reporting book. The contents of the first aid boxes will be periodically checked for completeness by a designated member of the Management Committee.

The accident book/forms must be completed whenever an accident occurs.

Any serious accident must be reported to the member of the management committee responsible, who is: [chairman@balsallcommonvillagehall.org.uk](mailto:chairman@balsallcommonvillagehall.org.uk)

The requirement to report under RIDDOR health and safety requirements can be found [HERE](#)

The committee member responsible for completing RIDDOR forms and reporting accidents is: [secretary@balsallcommonvillagehall.org.uk](mailto:secretary@balsallcommonvillagehall.org.uk)

The following major injuries or incidents must be reported on RIDDOR forms:

- Fracture, other than to fingers, thumbs, or toes
- Amputation
- Dislocation of the shoulder, hip, knee, or spine
- Loss of sight (temporary or permanent)
- Any penetrating injury to the eye (including chemical)
- Injury from electric shock/burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- Any other injury leading to hypothermia, heat-induced illness or unconsciousness or requiring Resuscitation or requiring admittance to hospital for more than 24 hours
- Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
- Acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through skin
- Acute illness requiring medical attention which may have resulted from a biological agent or its toxins or infected material.

Dangerous occurrences must also be reported. Relevant examples of reportable dangerous occurrences include:

- Electrical short circuit or overload causing fire or explosion
- Collapse or partial collapse of a scaffold over 5m high
- Unintended collapse of a building under construction or alteration, or of a wall or floor
- Explosion or fire.

Dependent on the nature of the incident, the Secretary may also consider it appropriate to report the incident to the Charity Commission, taking guidance from the Charity Commission's Example Table.

Note that the categories of incidents to report to the Charity Commission are broader than those under RIDDOR.