

WOODHOUSE COMMUNITY HALL TRUST



Accident Procedure

In accordance with good health and safety practice all hall users are required to report accidents so we can ensure the hall is kept safe for everyone to use and enjoy. The Hirer of the hall is responsible for the safety of their users and has a duty to report any accidents or near misses.

First Aid Box and Accident Book

You will find the First Aid Box stored in the Kitchen cupboard next to the oven.

- ✓ Enter the details of the accident in the Accident Book.
- ✓ For Serious Accidents notify the Premises Manager as soon as possible who will then alert the Village Hall Health and Safety Lead. Their contact details are as follows:

Premises Manager – 07585 234556

Reportable Incidents:

Serious accidents include:

1. Any fracture, other than to the fingers, thumbs or toes.
2. Any amputation.
3. Dislocation of the shoulder, hip, knee or spine.
4. Loss of sight (temporary or permanent).
5. A chemical or hot metal burn to the eye or any penetrating injury to the eye.
6. Any injury resulting from electric shock leading to unconsciousness, requiring resuscitation or admittance to hospital for more than 24 hours.
7. Any other injury
 - a) leading to hypothermia, heat-induced illness or to unconsciousness,
 - b) requiring resuscitation, or
 - c) requiring admittance to hospital for more than 24 hours.
8. Loss of consciousness caused by asphyxia or exposure to a harmful substance or biological agent.

- 9. Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin
 - a) acute illness requiring medical treatment, or
 - b) loss of consciousness.
- 10. Acute illness which requires medical treatment, where there is reason to believe that this resulted from exposure to a biological agent, its toxins or infected material.
- 11. Any accident requiring a member of the public to receive hospital treatment or be attended to by an ambulance.

What to do in a serious incident, where the patient should not be moved or requires immediate medical attention to prevent further injury.

As well as reporting the incident to the Premises Manager and the Village Hall Health and Safety Lead (see above) Ring 999. Ask for the ambulance or whichever service is appropriate. Give the location: Woodhouse Village Hall. Address: 207, Forest Road Woodhouse Loughborough, Leicestershire. LE12 8TZ. Describe the incident to the emergency service.

Policy Implemented: June 2022

Policy Reviewed : March 2026

Review Date: March 2028



Signed:

Position: Chairman

Date: March 2026