

Incident reporting

The information on Incident Report Forms helps us to develop an overview of incidents and to provide relevant guidance and training to keep us safe.

Please complete an Incident Report Form for any incidents that concern you but, specifically, whenever emergency services have been involved, medical assistance has been sought, third party property has been damaged, or there's been a near miss. If in doubt, please report it.

The specific categories of incident that we must report to our insurance broker are:

- A fatal accident
- Any injury involving either referral to or actual hospital treatment
- Any circumstance involving damage to a third-party property
- A near miss

An injury is defined as:

- Any head injury that requires medical treatment (doctor or hospital)
- Any fracture (other than to fingers, thumbs or toes)
- Any amputation, dislocation of the shoulder, hip, knee or spine
- Loss of sight (whether temporary or permanent)
- Any injury resulting from electrical shock or burn, leading

to unconsciousness or requiring resuscitation or admittance to hospital for more than 23 hours

- Any other injury leading to hypothermia, heat-induced illness or to unconsciousness which requires resuscitation or admittance to hospital for more than 24 hours
- Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent

A 'near miss' is an unplanned event that did not result in injury, illness or damage, but had the potential to do so. For example:

- A walker is lost for a period of time, but later finds the group again
- During a path maintenance activity, a large stone tumbles down the path, narrowly missing someone.

The incident report form can be found in the 'Safe and Legal' folder on Assemble

If you have any questions about this form, please call the delivery team on **020 3961 3180** or refer to 'Incident reporting - Quick guide' on Assemble.

