



ACCIDENT/ INCIDENT PROCEDURE

1. All accidents and incidents must be reported no matter how small.
2. The accident/ incident must be recorded. The person must inform the Town Clerk who will record the details as soon as possible after the accident/ incident.
3. Contact details, a brief description of the accident/ incident, where and how it occurred and what harm/damage has resulted if applicable must be recorded.
4. The Town Clerk will investigate the accident/ incident and prepare a report for the Council Chair and inform members at the next Council meeting or earlier if serious.
5. Mitigating measures, if applicable, will be taken as soon as possible after the report investigation is completed.
6. The findings of any investigation will be conveyed to any person involved in the accident/ incident unless it relates to another individual's privacy or might prejudice any future proceedings.
7. Where-ever practicable, all possible actions will be taken to prevent a reoccurrence of the accident/ incident.

Agreed: