



Verwood u3a Accident/Incident Reporting and Investigating Policy

u3a	Verwood Accident/Incident Reporting & Investigating Procedure	The Third Age Trust	
Version	Description	Date	Review date
1.0	Original document	04/02/2026	Feb 2028

Purpose

To ensure that all accidents and incidents are reported and investigated in a timely manner. Identify causes and appropriate actions to prevent future recurrence.

Scope

The Charity Commission requires charities to report all serious accidents. They will need information on what happened and how it is being dealt with. All trustees are responsible for ensuring that such reports are submitted in a timely manner.

Definitions

Understanding the difference between an accident and an incident.

- An accident is an unplanned event which causes injury to one or more person.
- An incident is an action, event or environmental condition which has the potential to cause injury or harm to one or more person.

For example::

- A person not following safety procedures which has the potential to cause harm to themselves or others.
- A near miss such as a loose roof tile falling in the vicinity of where people are sitting or standing.
- A fire escape route which is obstructed by objects being stored which would prevent free egress in the event of an evacuation.

Policy

Verwood u3a aims to provide safe environments for all members whilst participating in group activities or meetings. In the event of an adverse accident or incident Verwood u3a will investigate to determine the cause(s) and implement measures to prevent future recurrence.





The following steps must be taken in the event of any accident/incident.

- The Group Leader will ensure that an accident/incident form is completed by the person(s) affected. If this is not possible then the Group Leader or another member of the Group must complete the form on their behalf.
- Where an accident book is available at the venue, the Group Leader will ensure that this is completed if applicable.
- The Group Leader will submit the completed form to the Group Liaison Coordinator (GLC) at the earliest available opportunity.
- The GLC will make an entry in the accident/incident book and record the reference number on the form. The form will then be sent to the Health & Safety Officer.
- The Health & Safety Officer will review the accident/incident form and complete an accident/incident investigation form. When it is deemed necessary, the Health & Safety Officer will arrange a meeting with the Group Leader and person affected to establish further detail of the cause of the accident/incident.
- The Health & Safety officer will identify any further control measures necessary to prevent further occurrences of the accident/incident.
- Where an accident is deemed to be of a serious nature, the Health & Safety Officer will ensure that the Verwood u3a Chairperson is informed and a report will be submitted to u3a Trust and the Charity Commission.
- The risk assessment in place for the relevant Group will be reviewed and amended by the Health & Safety Officer.

All relevant documents will be stored securely in accordance with the Verwood u3a Data Protection and Privacy Policy. Documents will be stored for a period of no less than 3 years and be available to the u3a insurers in the event of a claim.

However, we may be required to share details of reports with the relevant venue, the u3a Trust and the Charity Commission, including details of the person(s) involved.

Associated documents:

Verwood u3a Accident/Incident Report Form

Verwood u3a Accident/Incident Investigation Report Form

Verwood u3a Accident/Incident Record Book

Verwood u3a Data Protection and Privacy Policy

