

Messing Village Hall Serious Incident Policy

1. Purpose

This policy defines a "serious incident" at Messing Village Hall as any event causing significant injury, property damage, or potential harm to individuals using the Hall. All serious incidents must be reported immediately to Mary Mann. This includes accidents, near misses, incidents of violence, or safeguarding concerns.

2. Reporting Procedure

- **Immediate Action:**
 - Prioritise first aid and ensure the safety of those involved.
- **Notification:**
 - Contact Mary Mann immediately with details of the incident, injuries (if any), and witnesses present.
 - Mobile Phone: 07748865973
- **Incident Report:**
 - Within 24 hours of the incident, complete a written report including:
 - Date, time, and location of the event
 - Details of what happened
 - Names of individuals involved
 - Any contributing factors
 - Actions taken to address the situation
 - Witness statements (if applicable)
- **Reporting to Authorities:**
 - If the incident involves criminal activity or serious injury, notify the appropriate emergency services and local authorities as required.

3. Follow-up Actions

- **Investigation:**
 - Mary Mann will review the incident report and conduct any necessary investigation to determine the cause and prevent future occurrences.
- **Corrective Actions:**
 - Implement necessary changes to procedures, maintenance, or safety measures based on the investigation findings.
- **Record Keeping:**
 - All serious incident reports will be securely stored and reviewed during regular safety audits.

4. Key Points to Remember

- Report all serious incidents, regardless of severity.
- Do not attempt to handle situations beyond your capacity; seek assistance if required.
- Maintain confidentiality when dealing with sensitive information related to incidents.
- Cooperate fully with any investigations regarding reported incidents.

5. Policy Review

This policy will be reviewed and updated regularly by the Village Hall Committee.

Approved by:

Chairperson: Mary Mann

Date: 27/02/2025

Signed:

