

## **The South Devon Players Theatre & Film Company Incident form**

### **Purpose of Reporting**

The main purposes of incident reporting include:

- To record incidents that have caused injuries so that they can be investigated and fully documented using the Incident Form attached to this policy.
- To record incidents including “near misses” so that steps can be taken to prevent recurrence that could cause possible harm to others, and ensure that learning from incidents is a fundamental part of the process.
- To record incidents of particular interest for quality assurance including the ability to demonstrate accident reductions.
- To enable early preparation of information which may be used in defending any resulting legal action and assist the process of prompt handling of minor claims.

### **Responsibilities**

The South Devon Players Theatre & Film Company’s administrative committee has overall responsibility to effectively manage risks related to actual or potential incidents, to monitor The South Devon Players Theatre & Film Company’s compliance with legislation such as the Health and Safety at Work Act 1974. This includes responsibility for:-

- Monitoring procedures to ensure that incident investigations meet The South Devon Players Theatre & Film Company objectives and that any required follow up action is instigated;
- Ensuring a suitable policy is in place to record and analyse incidents across The South Devon Players Theatre & Film Company
- Monitoring the numbers and types of incidents that occurred across The South Devon Players Theatre & Film Company.
- Ensuring that the Incident Reporting Policy is implemented by directly employed staff;
- Assessing any developments identified as a result of the reporting procedures that have resource implications;
- Ensuring that action is taken to reduce the risks identified;
- Leading the development of a culture where openness is encouraged and people volunteering and/or working with and for The South Devon Players Theatre & Film Company feel able to report incidents, near misses and significant events.

## **The South Devon Players Theatre & Film Company Administration**

is responsible for:

- Collating incidents reported through the Incident Reporting System.
- Reviewing recorded incidents to identify trends.
- Bring any incidents or trends of particular importance or giving rise to immediate concern to the attention of the committee immediately.

**All team members** are responsible for:

- Recording and reporting incidents or near misses in accordance with the Incident Reporting Procedure.
- Bringing to the attention of their manager or supervisor any incidents which resulted in, or had the potential to result in injury, loss or damage.
- Co-operating in any investigation and providing relevant information to assist in identifying the cause of the injury.
- Informing the committee if they take any sick leave as a consequence of work related injury / illness.

**Incident Report Form**

Name of the person completing this form:

Your/their role within the organisation:

Name of the person reporting this incident, if different from the box on the left:

Date of incident:

Date of writing this report:

Location of incident:

Full name(s) and age of any person involved in this incident:

Who have you verbally reported this incident to?

Were there any witnesses to this incident?

If yes, please record their names here:

State what this incident was about etc: (continue overleaf)

Signature ..... Print name .....