

The Management Committee of the One World Centre is committed to providing a safe and healthy environment for staff, students on placement, volunteers, visitors and all who use the Centre.

Any issue or incident causing concern should be notified promptly to the Convener (01382 454603 or [convener@oneworldcentre.org.uk](mailto:convener@oneworldcentre.org.uk)).

The First Aid Kit and accident book are kept on the centre back shelf in the back office. Any items removed for use from the First Aid Kit should be replaced within 7 days.

The Health and Safety Law poster is displayed above the sink in the back office.

In the interests of personal security the door chain should be on at all times when staff and volunteers are in the Centre on their own.

### A guide to reporting accidents

The following information has been compiled to comply with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), 1995.

Minor injuries to staff and students on placement which are dealt with by first aid and which require no further medical attention do not need to be reported to the Health and Safety Executive (HSE) or recorded in the accident book. However if a minor injury deteriorates and it is discovered that the person requires further treatment, the incident should be reported to HSE and recorded using the accident book.

We are obliged to report and record accidents and injuries (not minor injuries as specified above), which involve members of the public and any self-employed people working on our premises, including volunteer helpers. This only applies to accidents and injuries caused by conditions in the Centre – for example tripping over something – and not to any problem caused by a pre-existing condition.

Any injury to a member of staff which requires medical intervention by a doctor or dentist or at a hospital should be both recorded in the accident book and reported to the Management Committee. It is up to the Management Committee to ensure that any contributing problems specific to the Centre are dealt with to prevent recurrence. There is also a requirement to record near-miss incidents.

Incidents involving staff where emergency services have been summoned should also be reported and recorded, irrespective of whether anyone was injured.

Any member of staff or any member of the Management Committee may record accidents and injuries. **If it is necessary to report to the HSE, the Convener or Secretary will do so.**

A record of accidents and/or injuries must be kept for three years, either on file or in the accident book. The book will be examined annually to check a) that all necessary reporting has been done and b) if there are any incidents or patterns requiring preventative action.

**The HSE has a helpful website [www.hse.gov.uk](http://www.hse.gov.uk) with online accident reporting forms.** Fatal and major injuries only can be reported to them on 0345 300 9923 (Mon-Fri 08:30-17:00).

### Approval and review

This policy was approved by the One World Centre Management Committee on the date specified in the header of this document. It will be reviewed every three years. All trustees, staff and volunteers with One World Centre are required to sign that they have read and will comply with this policy.