



HYTHE CIVIC SOCIETY

Registered Charity 283177

SERIOUS INCIDENT AND ACCIDENT POLICY AND PROCEDURE

POLICY

- 1 An accident or incident should be reported **immediately** to a member of the Executive Committee if the occurrence is likely to result in, or risks, serious harm to those who come into contact with the Society.

PROCEDURE

- 2 The member of the Executive Committee must make a written record of the occurrence to include:
 - Names and contact details of any witnesses
 - Brief summary of the occurrence
 - Exact location and address of the incident
 - Exact time and date of the incident
 - Immediate action taken
 - Who else, if any, has been contacted as a result of the occurrence.
- 3 This above information must be forwarded to the Treasurer who will, if necessary, forward it to the Society's insurers. The Society is insured for third party liabilities.

REGISTER

- 4 The Society will keep a register of any such occurrences, and action taken, in the Archives.

REVIEW

- 5 This document will be reviewed annually.

APPROVAL

- 6 This policy and procedure was adopted by the Executive Committee at its September 2024 meeting.