



Procedure: HS0002	Northumbria Blood Bikes Policy Accident and Incident Reporting		
Owner:	Group Secretary	Author:	Chris Mitchell
Approved:	16/10/2015	By:	Executive Committee
Doc Ref:	HS0002	Version:	0001

A. Why do we need this policy

This document sets out the process and requirements for the reporting of all accidents and incidents involving any member of Northumbria Blood Bikes (NBB) or a third party affected by NBB activities. It should be noted that the Health and Safety at Work etc Act 1974 (HSW Act) and the regulations made under it apply if any organisation (including a voluntary organisation) has at least one employee. As all NBB members are NOT employees, but volunteers we as a charity are not bound by such regulations, for example the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). However we have a duty of care, to record and investigate all accidents and incidents and take appropriate steps, to prevent further occurrences and protect our volunteers and any third parties.

B. Who is responsible for this policy

The group secretary of the group is responsible for the maintenance of this policy. The Executive Committee is responsible for approving this policy.

C. When will this policy be reviewed

The policy will be reviewed a maximum of one year following its approval.

D. How will the changes be notified

The latest version of the policy will be made available via the members' library on the group website. New versions will be announced via email to all NBB members.

1. Aim of Policy

- a. To ensure that a system is in place to report and record all accidents and incidents

2. Reporting

- a. All occurrences shall be reported to the Group Secretary, as soon as practicable, using the Online Reporting form (*Ref and Title tbc. Currently the form is a Google form*)
<https://docs.google.com/a/northumbriabloodbikes.org.uk/forms/d/1nEp6HLagND-nJmoW-ds0iTwuBtjzJkBOzdSkjQNuPE/viewform>
found on the NBB website at (*location, anticipated to be the Members section tbc, with Mike Thompson*).
- b. Should this not be possible, the initial report is to be made, either directly to the Group Secretary by text or phone, or to the Committee emergency number 0191 3643036, the committee member taking the call, shall inform the Group Secretary as a matter of urgency. The initial report must be followed up with a written report as soon as practicable.

3. Investigation

- a. The Group Secretary shall be responsible for collating all available information, and if appropriate carrying out an investigation, or involving other committee members, e.g. The Membership Secretary as required.

4. Outcome of Investigation

- a. On completion of any investigation, the results will be shared with the Executive Committee in the first instance.
- b. If considered appropriate the results will be made available to the membership of NBB
- c. Any learning points, resulting from the investigation, will be considered and acted upon if appropriate.

5. Exceptions and Variations

- a. There are NO exceptions and Variations

Northumbria Blood Bikes			
Accident and Incident Reporting			
Date:	Version:	Author:	Reason for Change:
16/10/2015	0001	Chris Mitchell	First Version

Northumbria Blood Bikes

Registered Charity Number 1152745

www.northumbriabloodbikes.org.uk