

High Kirk Presbyterian Church

INCIDENT/INJURY FORM

Report of an injury/incident form	Reference Number
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Details of the injured person/person reported regarding safety concerns (Print all details)

Persons Name		Age/DOB
Parent/Legal Guardian (If applicable)		Informed – date/time
Address (Including post code)		
Phone No	Home Mobile	Occupation/School attended

About the injured persons injuries (If applicable)

Injuries sustained - where and how? (Please continue overleaf if necessary)		
First Aid/Medical attention details?		
Other relevant information including details of witnesses.		
Accident reportable under RIDDOR?	Yes/No	Reported by Health & Safety Officer – date/time

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995



Report of Concern regarding a child or vulnerable adult. (If you need any help completing this form please talk to the leader in charge of your organisation or the Designated Person. The completed form will be given by the organisational leader to the Designated Person)

<p>What is the nature of your concern (Please continue overleaf if necessary)</p>	
<p>Have there been any previous concerns</p>	
<p>Other relevant information (Please continue overleaf if necessary)</p>	

Details of Church member reporting concerns OR injury sustained.

<p>Name</p>		<p>Church Organisation</p>	
<p>Address;</p>			
<p>Tel Number/Mobile</p>			
<p>Signed</p>		<p>Organisational Leader informed – date/time</p>	
<p>Health & safety Officer informed – date/time</p>		<p>Designated Officer Informed – date/time</p>	

All completed form to be forwarded to High Kirk Church Office or Designated Person as appropriate

Summary

Procedure when managing an injury

Reporting Member

Assist and support person injured ensuring provision of appropriate first aid

Complete injury/incident report of Concern Form

Inform Leader of Organisation and provide completed form

Completed form to be forwarded to Church Office

(If unable to do so immediately – forward an e mail to

office@highkirk.org.uk outlining details)

Procedure when managing a Report of Concern

Reporting Member

Provide any immediate support deemed necessary

Complete injury/incident report of Concern Form

(where possible use the words and language as described by the individual)

Inform Leader of Organisation (remember confidentiality)

Completed form to be given to the Designated Person - Mr Trevor McDonald or

Rev Norman Cameron/Mr Henry Clements/Mr Gordon Montgomery