BARLASTON PARISH COUNCIL

INCIDENT REPORTING POLICY

BPC01-09

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Revision History

This document was originally written by:

Name	**Position**	**Date**
Vivien O'Dunne	Clerk	March 2026

This document was reviewed by:

The Parish Council	14 April 2026

This document version was adopted by:

The Parish Council at their meeting on	14 April 2026

Document Review schedule:

Next Mandatory Review by	April 2027

Version	**Issue Date**	**Document ID**	**Reason for Change**	**Section changed**
1	14 April 2026	BPC01-09	New Policy	

Barlaston Parish Council

Incident Reporting Policy

1. Purpose

This policy sets out how incidents, accidents, and near misses are reported, recorded, and reviewed by Barlaston Parish Council to support the management of health and safety risks.

2. Scope

This policy applies to:

- Council staff
- Contractors working on behalf of the Council
- Councillors where relevant
- Members of the public where incidents involve Council-managed land or assets

3. Policy Statement

The Council is committed to maintaining a safe environment and will ensure that incidents are reported appropriately, recorded, and reviewed so that lessons can be learned and future risks reduced.

4. What Should Be Reported

The following should be reported:

- Accidents resulting in injury
- Near misses (events that could have caused harm but did not)
- Damage to property or Council assets
- Hazards or unsafe conditions observed
- Incidents involving members of the public on Council land or assets

5. Reporting Procedure

- All incidents should be reported to the Clerk as soon as reasonably practicable
- The Clerk will record the incident in an incident log
- Where appropriate, the Clerk will gather relevant information, including:
    - Date, time, and location
    - Description of the incident
    - People involved (where applicable)
    - Any immediate action taken
- Photographic evidence may be taken where relevant

6. Recording and Retention

- Incident records will be retained securely
- Records will be reviewed periodically as part of the Council's risk management process
- Personal data will be handled in accordance with data protection requirements

7. Reporting to Authorities

- Certain serious incidents may be reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)
- The Clerk will seek appropriate guidance where a reportable incident may have occurred

8. Review and Learning

- Incident reports will be used to identify trends and inform updates to risk assessments and working practices
- The Council will take reasonable steps to reduce the likelihood of recurrence

9. Responsibilities

The Clerk is responsible for maintaining incident records and bringing relevant matters to the attention of the Council where appropriate.
The Council is responsible for reviewing incident information and considering any necessary actions.

10. Review

This policy will be reviewed annually or when operational circumstances change.

_____ _____

Chairman Date