

FLIXBOROUGH PARISH COUNCIL

Accident Reporting Procedure

Village Hall

If an accident occurs whilst using the Village Hall than hirers/users are to report the incident using the Accident Book in the Kitchen.

The accident book is checked monthly by the Parish Clerk and any incidents recorded in the book will be brought to the Parish Councils attention.

In the case of an accident where an ambulance has had to be called then the Parish Clerk should be contacted immediately.

Parish Council owned land or other assets

The Parish Council own land and other assets which can be accessed by the general public. If a member of the public reports an accident to the Clerk or a Parish Councillor then an accident form will be filled out and the incident will be brought to the Parish Councils attention.

If the Clerk or a Parish Councillor witnesses an accident on Parish Council owned land or assets then the Clerk will be informed and an accident form will be filled out. The Parish Council will be made aware of the incident.

Created 21st January 2020

To be reviewed Annually