

Hagge Woods Trust Accident and Injury Policy

An accident is an unplanned, uncontrolled event, which causes, or could cause injury, damage or loss. In most cases accidents can be avoided and it is our intentions to prevent as many as possible.

We aim to reduce the risk of accidents by:

- Creating risk assessments for as many foreseeable events as possible. By creating risk assessments we can identify hazards and look at how we can eliminate or reduce the risk.
- Our consultants and volunteers are encouraged check for any hazards when in wood-meadow and surrounding area and should report any hazards to the Chair, Project Coordinator or Volunteer Coordinator as soon as possible.
- Consultants, volunteers and visitors are made aware of any hazards wherever possible e.g. when electric fence is in use when sheep are grazing.
- Consultants, volunteers and visitors are encouraged to care about their environment and report any potential risks to the Chair or Project Coordinator.
- Ensuring a first aider is on site when events are taking place, or large groups are working in the wood-meadow, or any other land managed by the Trust and surrounding areas.

Consultants and volunteers should report hazards and risks to the Chair, Project Coordinator or Volunteer Coordinator as soon as possible.

What to do if an accident or incident occurs

All accidents are to be recorded in the accident book which is in the hut (situated in nursery area).

If first aid is given it must be administered wherever possible by a trained first aider and recorded in the accident book and the person who receives the first aid must sign the book (or appropriate parent or guardian for those aged under 16). Please notify the Project Coordinator of any accident or injury reported in the accident book and if anything was used from the first aid box.

First aid box and accident book

HWT first aid box and accident book are located in the hut (situated in nursery area) and should be taken into the wood-meadow when any event, or group session is taking place there.

The first aid box will be checked regularly and refilled by Project Coordinator. If you use any item from the first aid box, or you notice something missing you must inform the Project Coordinator as soon as possible.

All accidents are reviewed to see if anything can be done to prevent the accident happening again.

Current Project Coordinator is Emma Daniels and can be contacted on 07808 914020 or emma@haggewoodstrust.org.uk

Signed (consultant)	Date
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Policy agreed by Trustees	Date
Policy revised	Date
Policy to be reviewed	Date