St Chad's Church
Pattingham with Patshull

HEALTH AND SAFETY

POLICY FOR THE REPORTING OF ACCIDENTS/INCIDENTS

All accidents/incidents occurring in the Church or Churchyard must be recorded in the accident/incident book, stating:

1. Date & time of accident/incident
2. People present who witnessed the accident/incident
3. Name of person/s, if any, injured + address
4. State of any equipment involved (equipment should be kept as a record if possible - photographic evidence may be desirable)
5. Outcome of accident/incident (to include possible alteration to practice)
6. Statements written by those involved.

Vicar and/or Church wardens to be informed of accident/incident asap or within a minimum of 24 hours and this to be recorded in the accident/incident book and signed by them.

Church insurers to be informed if deemed necessary.

Injured person/s should consult their GP asap.

All accidents/incidents to be reported to the PCC

Original policy September 2001 – revised and approved by Admin-IWG May 2024 – reviewed by Admin-IWG 29th June 2025 and 10th November 2026 – due for review November 2027