



## Bude Refugee Support Group HEALTH AND SAFETY POLICY

### Near Miss/Accident Form

The safety and wellbeing of the 2 sponsored families in Bude, and those people working with them is paramount to BRSRG. It is everyone's responsibility to ensure that the accommodation of the families, their modes of transport, places they visit and the activities they take part in are safe.

The overall responsibility for H&S belongs to the board of Trustees. They will manage H&S by:-

A) Controlling the H&S risks as much as reasonably practicable.

B) Involving the family & those who work with them, in risk awareness.

C) Providing training where appropriate.

D) Regularly reviewing H&S reporting and policy.

H&S in this domestic setting is common sense but as the families have come from a different cultural background and will be experiencing new activities, everyone should be looking out for situations that might cause harm and taking action to prevent harm. This is everyone's responsibility. If the risk cannot be eliminated immediately you should:-

1) Warn those at risk of the hazard.

2) Do what you can to safely reduce the risk or avoid the hazard. 3) Inform a trustee as soon as possible.

3) All near misses & accidents must be reported by completing a near miss / accident form found below.

## Bude Refugee Support Group Near Miss / Accident Form

Date:

Name of person completing this form:

Name of person(s) involved:

What happened? Detail any injuries sustained:

What treatment, if any, was provided?:

Did the injury require a hospital visit?

Please give details of any witnesses:

What actions should be taken to avoid a reoccurrence?:

Trustee signature:

Date:

Confirm action has been taken:

Updated and approved by trustees March 2021