

PACE (Practical Actions for Climate and the Environment)



REPORT FORM FOR AN ACCIDENT OR INCIDENT, INCLUDING DANGEROUS OCCURRENCE, DANGEROUS DISEASE, INJURY

1. Date of this event _____ approx. time if relevant _____

2. Place where this occurred _____

3. Description of the circumstances _____

4. Was a person injured or suffering ill health as a result of this event

Yes/No

Please give details of person who was injured, suffering ill health or otherwise affected:

Full Name: _____

Address (if known) _____ Approx. age: _____

Post Code _____ Volunteer/Staff/Visitor/Contractor? _____

and give precise details of injury or effect _____

and any action taken (e.g. First Aid, Doctor, ambulance, hospital etc) _____

5. Any other information which you think is relevant. _____

6. Is there anything you think PACE can do to reduce the risk of this reoccurring? _____

7. Name of person completing this form _____

Address: _____ Signature: _____

_____ Your position: _____

_____ Tel No: _____

Post code _____ Date of this report: _____

Please continue on a separate sheet if you wish. A map or plan may be useful or a verbatim report from someone present. We will contact you if more information is needed. Please give or send this report as soon as possible and within 7 days of the event to a trustee of PACE Manningtree. PACE will keep this confidential.

For use of PACE Trustee
Name of Trustee _____
Date report received _____
Date you passed to
Health & Safety Trustee. _____

Notes for Reporting of Accidents and Incidents, including Dangerous Occurrences, Dangerous Diseases and Injuries.

Under the Health & Safety of Work Act, PACE is required to keep a record of:

1. Accidents, 2. Dangerous Diseases, 3. Dangerous Occurrences, 4. Other Injuries and Incidents relating to PACE activities. This is covered by the RIDDOR regulations (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations). All volunteers/staff must report such events to a PACE trustee who will record them and take appropriate action.

Below we explain what the terms mean so you know what has to be reported. In general you should report, by the quickest practical means, any accident, injury or incident which relates to any PACE activity and to any person, be they staff, volunteer, visitor or contractor. Please use the report form and return it to PACE trustee.

1. Accident

PACE must report any of the following accidents to the Health & Safety Executive:

a) Any accident causing death; b) Any of the following specified injuries:

- Fractures, other than to finger, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding which covers more than 10% of the body or causes significant damage to the eyes, respiratory system or other vital organs)
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

2. Dangerous Occupational Diseases (of possible relevance to PACE)

PACE must report any of the following to the Health & Safety Executive:

- Carpal tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis
- Hand-arm vibration syndrome
- Occupational asthma
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

3. Dangerous Occurrences

PACE must report any Dangerous Occurrence which might result in a serious injury.

(There is a list of Dangerous Occurrences on the Health & Safety Executive website.)

4. Other Injuries and Near Miss Incidents

The above are reportable to the Health & Safety Executive by law. Such events are, we sincerely hope, unlikely to occur. More likely are the less major injuries and incidents (or near misses) and we are obliged to record these using this Accident Report Form such as:-

- All injuries requiring doctor, ambulance or hospital must be reported.
- Other minor injuries should be reported using the Accident and Incident Report form.
- All incidents or near misses should be reported where you think the knowledge may help others avoid accident or injury.

Please use the Report Form and return it to a PACE trustee. PACE will keep this confidential.

You can copy the Report Form or obtain further copies from the PACE website

www.pacemanningtree.co.uk

This Report Form Updated by Board of Trustees 15 January 2026.

To be reviewed January 2028.