

BADWELL ASH

PLAYGROUND ACCIDENT REPORTING FORM

1. Introduction

Playgrounds by their very nature should provide a degree of risk and challenges to the users. At all times it is to be recognised that in providing challenging play there will be an identifiable acceptable degree of risk. The Parish Council aims to offer play spaces which are stimulating, and challenging environments enabling children to explore and develop their abilities. In providing these environments, the Council will manage the level of risk so that users of the play areas and its equipment are not exposed to unacceptable risks and hazards.

2. Legal Requirements

The Parish Council have a duty to take actions that will ensure the safety of people at work and members of the public who may be affected by the facilities that are provided by the Parish Council. It will be governed by the rules of “reasonable practicability” and will seek to correct major hazards. Minor faults where risk is negligible and potential injury very minor will be monitored unless the fault or hazard changes status.

3. Accidents, Enquiries and Claims

The Parish Council will record all accidents and enquiries relating to the play areas and facilities within them. The details of the enquiry, complaint or accident will be recorded within the same system used for issuing and recording inspections.

Recording incidents in this manner will enable the council to illustrate a clear chain of information from the inspection, the associated risk, details of works and repairs carried out and any information related to an accident or enquiry.

4. Reporting Accidents:

Not every accident or incident is serious enough to call the Emergency Services, but they may have an impact on the safety of facilities in the village.

Should a child within your care have an accident at a play areas, please report it to the Clerk to the Parish Council (badwellashpc@outlook.com) using the form on the following page.

PLAYGROUND ACCIDENT REPORT FORM

DATE:	TIME:
NAME OF INJURED PERSON:	ADDRESS:
AGE:	MALE/FEMALE:
PARENT/CARER NAME:	ADDRESS:
TELEPHONE NUMBER:	AGE (IF CHILD):
LOCATION OF ACCIDENT:	CAUSE OF ACCIDENT:
SURFACE:	DESCRIPTION OF ACCIDENT:
APPARENT INJURY:	BODY PART:
TREATMENT GIVEN:	TIME OF TREATMENT:

FOLLOW UP TREATMENT:	TIME:
WITNESS TELEPHONE NUMBER:	WITNESS ADDRESS:
FOLLOW UP ACTION:	DATE OF REPORT:
PARISH COUNCIL RECORD:	