

INCIDENT, INJURY & HAZARD REPORTING PROCEDURE

Icthus is committed to the provision of a safe and healthy environment for all members, leaders and volunteers, contractors and visitors.

Icthus will maintain records of all hazards, incidents and injuries for the purpose of minimising risk of injury and ill health or the occurrence of the incident.

Definitions

Hazard: something that has the potential to injure people property and equipment.

Incident: an event that has the potential to (near miss) or does lead to an injury or damage to property and equipment as a result of losing control of a hazard.

In the context of Camp Icthus these terms should be interpreted as to whether their occurrence would significantly affect or impact the operations of camps.

Procedure

All Hazards / Incidents are to be reported to the Skipper of a summer camp or any other person in charge of an activity who will take appropriate corrective action.

In all situations an Incident/Hazard/Injury report should be filled out and forwarded to the Skipper or person in charge.

In urgent situations this should be done immediately, in all other situations no later than seven days after camp.

In the event of a major incident occurring that could have a psychological impact on leaders, a member of the CoM (not on the camp) will contact each leader as a wellbeing check, as soon as possible after the camp.

All reports are forwarded to the admin team of the Committee of Management for review and recording in the incident register.

All Icthus members will cooperate fully with any investigation.

This policy does not apply where the issue involves Child Safety including;

- disclosure of abuse or harm
- allegation, suspicion or observation
- breach of Code of Conduct
- environmental safety issues
- five types of 'reportable conduct' listed in the *Child Wellbeing and Safety Act 2005*:

- sexual offences (against, with or in the presence of, a child)
- sexual misconduct (against, with or in the presence of, a child)
- physical violence (against, with or in the presence of, a child)
- behaviour that causes significant emotional or psychological harm
- significant neglect.

In these situations the Child Safety /Reportable Conduct Procedure is to be followed.

Related Forms

Incident Hazard Register

Incident Report

Hazard Report