

## Accident and Serious Incident Policy Little Witley Village Hall

### Background

This policy provides the Little Witley Village Hall (LWVH) with a process that covers serious incidents that closely follows national guidance in respect of the Charity Commission and the other national or statutory agencies such as the police, health and safety executive, social services or licensing authority that the Hall may need to do depending on circumstances.

### Scope

This policy covers all activities of LWVH and its operations.

### Background

The Charity Commission states that it is vital that charities report serious incidents to the regulator to help it better understand risks facing the sector and take appropriate action. Reporting an incident to the Commission does not obviate our duty to **also** involve statutory agencies where appropriate. It is worth noting that an incident reported to eg the police or licencing authority should be considered as worthy of reporting to the Commission as well unless there is good reason not to such as suggested by the Commission's own guidance on examples of incidents that do and not need reporting.

[https://assets.publishing.service.gov.uk/media/5bd706d9ed915d789dcd63ef/RSI\\_guidance\\_what\\_to\\_do\\_if\\_something\\_goes\\_wrong\\_Examples\\_table\\_deciding\\_what\\_to\\_report.pdf](https://assets.publishing.service.gov.uk/media/5bd706d9ed915d789dcd63ef/RSI_guidance_what_to_do_if_something_goes_wrong_Examples_table_deciding_what_to_report.pdf)

Whilst understanding that serious incidents will happen, it is the Commission's role to ensure that trustees comply with their legal duties and that the charity manages the incident responsibly. The Commission will be looking for assurance that the charity has taken steps to limit the immediate impact of any serious incidents that may occur and, where possible, prevent it from happening again.

### What Is A Serious Incident?

The Commission defines significant as *'significant in the context of your charity, taking account of its staff, operations, finances and/or reputation, and defines a serious incident as an adverse event, whether actual or alleged, which results in, or risks significant:*

- Harm to the Hall's staff, volunteers, visitors and contractors;
- Loss of the Hall's money or assets;
- Damage to the Hall's property;
- Harm to the Hall's work or reputation

The main categories of reportable incidents set out by the Commission are:

- Protecting people and safeguarding incidents – incidents that have resulted in or risk significant harm to the people who come into contact with the charity through its work.
- Financial crimes – fraud, theft, cyber-crime and money laundering.

can be reviewed alongside any further action that needs to be taken including informing the Charity Commission and /or other statutory agencies as needed.

**How We Will Report**

The trustees delegate the overall responsibility for reporting incidents deemed to the Chair of the LWWH Committee. Reporting to the commission will use their formal online reporting mechanism.

<https://rsi.charitycommission.gov.uk/web/register/report-a-serious-incident>

Reporting to other agencies will be verbal in the first instance followed up as necessary in writing, online forms etc

**Policy review**

**Review**

This policy will be reviewed every two years

Date 20/1/25.....

Signature (Chair) [Signature].....

Signature (Secretary) [Signature].....