



WOKINGHAM DISTRICT VETERAN TREE ASSOCIATION

GUIDANCE FOR RECORDING AND REPORTING INCIDENTS

May 2014

Despite all best efforts and planning, accidents, incidents and complaints about safety do sometimes happen. When they do it's important to deal with them promptly and correctly.

WDVTA has a procedure for recording and dealing with any incidents relating to its volunteers. If you want a copy of the confirmed procedure please ask the WDVTA secretary for a copy. The procedure helps WDVTA to discharge its legal responsibilities, so your co-operation is requested. The Incident Recording Form that accompanies these instructions is part of the procedure. Records of all incidents are kept by WDVTA for five years.

If you are ever unfortunate enough to be involved in an incident when out recording veteran trees on behalf of the Wokingham District Veteran Tree Survey or during a Wokingham Tree Warden Network activity, please complete an Incident Recording Form and return it within 24 hours to your Town / Parish Coordinator or the Tree Warden Coordinator. If you are unable to contact the Coordinator then you must inform the WDVTA Secretary.

Not all the legally described incidents or circumstances are listed below. If in doubt, please contact WDVTA for advice.

An Incident includes the following:

- ⤴ An accident leading to injury, including all incidents that require first aid to be administered
- ⤴ A near hit that may have lead to a major incident or caused injury or loss
- ⤴ A case of disease
- ⤴ Any damage to property, including vehicles
- ⤴ Any physical violence or verbal aggression

A Major Incident includes the following:

- ⤴ A fatality, or fracture of the skull, spine or pelvis
- ⤴ The loss of a limb
- ⤴ Any allegations of rape or abuse

Report all incidents, damage to property, aggressive situations and 'near misses' to your Parish / Town or the Tree Warden Coordinator, to whom the completed Incident Recording Form should be returned.

For Major incidents, seek medical help and / or inform the Police **immediately**, as well as completing the Incident Recording Form.

General enquiries relating to Health and Safety should also be directed to the Coordinator.