

# **SITE SECRETARIES GUIDANCE NOTE**

## **REPORTING ACCIDENTS**

Accidents that occur on allotment sites need to be reported immediately to the Allotments Team so that they can be logged with our Safety section and Insurance office and investigated. This applies even if the injury sustained does not require medical treatment.

All reported incidents will be referred to the Allotment Liaison Officer for investigation and to assess any remedial work or risk assessment implications.

Self Management Associations should follow the same procedure but H&S reps should also record the details in their accident book.

