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## Relevant Policy Statements

The Bristol Astronomical Society ( The Society ) carries out its activities in a safe manner

The society records and investigates all safety incidents no matter how trivial and uses the findings to amend its working practices.

The Society requires all members to work in a safe manner and report incidents.

The Society's policies and procedurs do not replace members obligations under UK Law, or their civic duty to report crime and call for assistance from the emergency services.

The Society's policies will be implemented in an open and honest manner.

## Information to be recorded in an incident report

Date of report

Date & time of the incident

Location

Name & contact information of the incident reporter

Names and contact information of others involved with or witnessing the incident

Description of the incident – what happened not who was to blame

Severity of the incident

Is the incident likley to result in legal action or claim for compensation.

Reporters opinion of the cause

Recommended action

## **Availability of Paper Report Forms and Incident Procedure**

All organisers of Society events will take paper or book, pens and a summary of the reporting procedure and be prepared to report safety incidents.

Organisers of Society events will ensure that all members attending the event are aware of the need to report incidents.

A summary of the Incident procedure will be available together with pen and paper at the Society's Observatory and meetings.

## **Reporting method**

Incident receptacle available at meetings.

By email to [Safety.incident@bristolastroc.org.uk](mailto:Safety.incident@bristolastroc.org.uk)

By hand to any committee member who will pass it to the Safety Officer

## **Monitoring of Reports**

The safety Officer will monitor the email in box and incident receptacle on a frequent basis – Daily for the email in box and at each meeting for the safety receptacle.

The Safety Officer will appoint a deputy from the club to ensure the system runs while they are sick or on leave.

The Chairman and Secretary will have access to the inbox and safety log to ensure the system is operating correctly.

## **Investigation of Incidents**

The no blame approach will be used to investigate incidents – What went wrong not who was at fault.

In the event that what went wrong was someone working in an unsafe manner the committee may have to take appropriate action which could include removal of membership or reporting to regulatory bodies, but it should also trigger an investigation about why the Society's safety policy was ignored.

Minor incidents will be investigated by the Safety Officer and reported to committee.

Any incident involving, injury, risk of a claim on the clubs insurance, regulatory infringement, or expectation that disciplinary action will be needed, will be referred to the Chairman and Secretary for decision on how to proceed.

Investigations will be recorded.

Investigation records will be open to all members of the society.

Investigations will recommend action to improve the Society's safe working procedures.

## **Policy and Working practice changes**

Proposals to change policy and working practice will usually be prepared by the Safety Officer.

Authorisation to change policy and working practice must be approved by the committee.

In exceptional circumstances a change may be agreed by the Chairman or his deputy but this must be ratified at the first available committee meeting.

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Changes to the Constitution must be approved at a General Meeting.

## **Review and control**

The Safety officer will report on safety incidents at each committee meeting.

Committee members will report concerns about the effectiveness of the system at meetings.

The Safety Officer will report on Safety performance at the AGM.

## **Roles and Responsibilities**

These roles will be carried out on a "best endeavours" basis as appropriate to a non profit organisation run by unpaid volunteers.

### ***Society Members***

Must report all incidents.

Accept full responsibility for the safety impact of their own actions.

### ***Committee Members***

Maintain a safety and incident reporting culture.

Use due diligence when approving investigation outcomes and recommendations.

### ***Web Master***

Maintain the incident reporting email in an operational state

### ***Chairman***

Ensure suitable people are appointed to carry out the safety monitoring and investigation process.

Ensure the process is operating effectively.

### ***Secretary***

Keep the relevant documents up to date in the Society's documentation system and archive the log and decisions.

Publish the procedure, log, and investigations.

Assist the Chairman in oversight of the process.

### ***Membership Secretary***

make members aware of the Incident reporting policy and procedure when they join.

### ***Treasurer***

Make budget provision to cover reasonably expected needs of the incident review recommendation.

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**Safety Officer**

Monitor the incident reports

Triage the reports and investigate as appropriate

Propose modification to the safety rules as appropriate.

Administer and manage the incident reporting process.

**Version Control**

Date	Version	Notes	Date Accepted
2013-02-19	V0.1 Draft	Draft submitted to the Comittee meeting on 2013 02 26	