



Liverpool Archdiocesan  
Lourdes Pilgrimage  
Association

## **Accident, Incident and Near Miss Reporting**

Name of originator/author: Policy Review Group

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## Accident, Incident and Near Miss Reporting Procedure

All injury accidents, incidents and near misses, however minor, are recorded in an Incident/Accident book or on an Incident/Accident Form. New personnel and volunteers are instructed in this policy, on starting work. A means of recording accidents, incidents and near misses is kept at the Accueil St. Frai. A copy of the Incident form is available at the end of this document.

The Liverpool Archdiocese Pilgrimage Association (LALPA) will seek to investigate all accidents, incidents and near misses of which they are made aware to determine the causes and any actions necessary to prevent a recurrence. Where we are made aware of ill health which a volunteer believes to be work related, it is investigated in a similar way as other untoward incidents, with occupational health advice being obtained as necessary.

Serious accidents, incidents and ill health which are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) which occur whilst on pilgrimage in Lourdes, must first be reported to your team leader who will ensure that the executive committee are informed at the earliest opportunity.

If you are in any doubt as to whether or not you need to report an accident, incident or incapacity, contact the Pilgrimage Director or any member of the Executive Committee.

All accident records and associated information will be filed confidentially and retained for at least 3 years.

The pilgrimage office contact details are:

Liverpool Archdiocesan Lourdes Pilgrimage Association  
St Margaret Clitherow Centre  
Croxteth Drive  
Liverpool  
L17 1AA

Tel: **07484911623**

Email: [lourdespilgrimage@rcaolp.co.uk](mailto:lourdespilgrimage@rcaolp.co.uk)

## Incident/Accident Book

Please record all incidents and accidents concerning health and safety. The Saint Frai co-ordinators, Senior Medical Officer and Health Care Lead are expected to take appropriate action to deal with any incident/accident. Seek medical advice if necessary. Give completed forms to the St. Frai Coordinator to be kept safe in a folder on the day the incident happens. Use one form per incident. Report all serious accidents / incidents to the Co-ordinator on duty who will in turn ensure that the Executive Committee of LALPA are informed as soon as possible.



# Liverpool Archdiocesan Lourdes Pilgrimage Association

## Incident/Accident Report

### DETAILS OF INVOLVED/INJURED PERSON

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Tel no \_\_\_\_\_ Hotel in Lourdes \_\_\_\_\_

Status: St Frai pilgrim / Hotel assisted pilgrim / Hospitalier / Youth pilgrim / clergy /  
Ordinary pilgrim / other (please circle)

### DETAILS OF ACCIDENT/INCIDENT

Date of accident/incident \_\_\_\_\_ Time \_\_\_\_\_

Location of accident/incident \_\_\_\_\_

Describe what happened

Was there an injury? YES  NO

If yes, describe the injury

**ACTION TAKEN FOLLOWING THE INJURY**

Describe

**EQUIPMENT**

Was equipment involved?                      YES                         NO  

If yes, what equipment? \_\_\_\_\_

Has the equipment been withdrawn from use?    YES                         NO  

Who has the equipment now? \_\_\_\_\_

**DETAILS OF ANY PROPERTY DAMAGED/LOST OR STOLEN**

Description:

**DETAILS OF ANY WITNESSES**

Name \_\_\_\_\_

Address \_\_\_\_\_

Tel no \_\_\_\_\_ Hotel in Lourdes \_\_\_\_\_

**THIS FORM COMPLETED BY**

Name \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Signature \_\_\_\_\_ Status \_\_\_\_\_

(In the event of an accident or incident involving an assisted pilgrim this form should be passed to the health care team)

**FORM RECEIVED BY**

Name \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Signature \_\_\_\_\_ Status \_\_\_\_\_

**Counter Signature**

\_\_\_\_\_ (Pilgrimage Director / Hospitalite President)

\_\_\_\_\_ (Date)

