**Landguard Conservation Trust (LCT)**

**Serious Incident Reporting Policy & Procedure**

**Purpose**

The purpose of this policy is to establish a clear process for reporting and managing serious incidents within LCT. Serious incidents include but are not limited to accidents, injuries, security breaches, and other critical events that require immediate attention.

**Scope**

This policy applies to all members, visitors, employees, contractors, and stakeholders.

**Definitions**

* **Serious Incident**: An event that poses a significant risk to safety, security, or the organisation’s reputation.
* **Reporting Person**: The individual responsible for reporting the serious incident promptly.

**Procedure**

**1. Reporting**

1. **Immediate Action**: In the event of a serious incident, the Reporting Person must take immediate action to prevent further harm or damage.
2. **Notify**: The Reporting Person must notify the Secretary as soon as possible.
3. **Incident Report Form**: Complete the designated incident report form, providing accurate details about the incident. Include information such as date, time, location, involved parties, and a description of what occurred.
4. **Chain of Command**: If the Secretary is unavailable, escalate the report to the Chairman.

**2. Investigation**

1. **Designated Investigator**: The Appointed Person will conduct a thorough investigation.
2. **Gather Evidence**: Collect evidence, interview witnesses, and review relevant documentation.
3. **Root Cause Analysis**: Determine the root cause of the incident to prevent recurrence.
4. **Report Findings**: Prepare a detailed report with findings and recommendations.

**3. Communication**

1. **Internal Communication**: Notify the Chairman about the incident and any necessary actions.
2. **External Communication**: If required (e.g., legal obligations), communicate with external parties (regulatory bodies, law enforcement, etc.).

**4. Corrective Actions**

1. **Immediate Actions**: Implement any necessary immediate corrective actions to prevent further harm.
2. **Long-Term Actions**: Develop and implement long-term corrective actions based on the investigation findings.
3. **Monitoring and Review**: Regularly review the effectiveness of corrective actions.

**5. Documentation**

1. **Incident Log**: Maintain an Accident Book that records all serious incidents, including details of the response and corrective actions taken. Incidents will be reported to stakeholders (e.g., English Heritage) if relevant.
2. **Confidentiality**: Handle incident reports with confidentiality, sharing information only on a need-to-know basis.

**Reporting Channels**

* **Internal**: Use the designated Accident Book or contact the Chairman and/or Secretary.
* **External**: Use the Emergency services as required.

**Review and Updates**

* This policy will be reviewed annually and updated as needed.

**Ref:**

Microsoft Bing Co-Pilot (2024), AI generated.