

# INCIDENT REPORTING

Reporting any issues that may arise



## REPORT AN INCIDENT STRAIGHT AWAY

<https://www.uwlsu.com/union/incident-reporting/>

Make sure you report an incident straight away. The type of incident will depend on how you report it but make sure you gather as much information as possible.



## IF SOMEONE HAS HURT THEMSELVES

Ensure the person is ok and medical guidance has been requested.

Once that person has been looked after, be that by a first aider or they have taken themselves to hospital/doctor you need to report it.

Make sure you have the casualties Student Number and name



## SOMEONE HAS BEEN BULLIED OR HARASSED

Ensure the person is ok and ask for more information. Explain that they can report any bullying or harassment to the Students' Union and contact your Coordinator who can support you

You can support the member should they feel more supported to do so. Your Coordinator will ensure that the steps are taken to support the student/s and will take the next steps for an investigation to take place.



## SERIOUS ACCIDENTS

If the Incident has occurred and has a more serious outcome, Severe injury or Incident then ensure that normal processes are followed. Contact the emergency Services directly and ensure the casualty/ies have been dealt with.

Immediately after they have been contacted, get another member if possible to contact the Students' Union. If this incident has occurred after Hours then please contact us as early as possible.

Make sure you take as much details as possible as you will then be required to fill out the incident report.



## WHAT WE WILL NEED TO KNOW

Where and When did it happen? What Time? Is the Person ok? How were they treated?

Your Coordinator will be in touch as soon as possible

Any incident Reports filled out via the website go to our Health and Safety Lead. It always helps sending what you have put in that report to your Coordinator

In cases of emergencies we will follow all necessary processes in house which may cause a delay in response to you.

We will check in with any injured parties to ensure that they are ok