



## Serious Incident & Reporting Policy

### 1. Purpose and Scope

This policy outlines the procedure for identifying, managing, and reporting serious incidents that occur on the [Insert Allotment Name] site, or that directly affect its members, volunteers, or reputation. The goal is to ensure a safe environment, manage risks, and ensure compliance with legal duties of care.

### 2. Definition of a "Serious Incident"

A serious incident is an adverse event, whether actual or alleged, which results in or risks significant:

- Safety/Harm: Serious injury, death, or risk to health of plot holders, volunteers, visitors, or neighbours.
- Safeguarding: Incidents involving children or vulnerable adults.
- Criminal Activity: Theft, vandalism, arson, or the presence of illegal substances.
- Asset/Financial Loss: Major damage to communal property (e.g., pavilion, water system) or significant financial loss.
- Reputation: Incidents damaging the reputation of the association.

*Examples: Large bonfire out of control, serious assault, significant asbestos find, theft of all site equipment, or persistent bullying/abuse.*

### 3. Immediate Actions (The "Emergency" Response)

In the event of a serious incident:

1. Protect Life: Call 999 immediately if there is a threat to life, serious injury, or an active fire.
2. Minimize Further Harm: Take action to stop further loss or damage (e.g., turning off water, cordoning off unsafe areas with hazard tape).
3. Secure the Site: If a crime has occurred, try to leave the area undisturbed for the police.
4. Notify the Trustees: Inform a Trustee as soon as possible.

### 4. Reporting Procedure

All serious incidents must be formally reported within 24 hours of the association becoming aware of the event.

Internal Reporting:

- Trustee: Plot holders must report incidents to the Secretary to the Trustees.
- Recording: The incident must be recorded in the Association Incident Logbook (located at in the shop or via email at: [bustardthorpeallotments@gmail.com](mailto:bustardthorpeallotments@gmail.com)).

External Reporting (Committee Responsibility):

- Police (101/999): For theft, vandalism, arson, or harassment.
- Charity Commission: Report via their online form if the incident risks significant damage to the charity's reputation or funds.
- Health and Safety Executive (HSE): For RIDDOR-reportable incidents.



## 5. Incident Investigation and Review

The Trustees will investigate the incident to identify causes and take action to minimise reoccurrence.

1. Review Meeting: Convene a meeting to discuss the incident within 7 days.
2. Action Plan: Implement changes (e.g., improved security, revised risk assessment).
3. Record Keeping: Retain all records of the incident, investigations, and actions taken for a minimum of 6 years.

## 6. Communication

The Committee will ensure a clear communication plan is in place for members, the public, and if necessary, the media, to protect the reputation of the association.

*Reviewed by:  
Jo Rogers, Site Secretary  
Andrew Steele, Health & Safety Officer  
13 February 2026*