

ACTIVITY CAMPS



Accident/Injury Policy

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Monitoring and Review

This policy will be reviewed annually to ensure they remain correct and are fit for purpose. However, the policy may be reviewed and updated at any time to reflect any changes made by Le Mourier or the regulatory authorities or government legislation

Version:	V1/5.24
Policy Launch date	May 2024
Next review date	April 2025

ACTIVITY CAMPS

Policy

This Policy gives guidance on how the reporting of accidents and Injuries are documented within Le Mourier.

Le Mourier we will ensure that accurate records of all Injuries, Diseases and Dangerous Occurrences arising out of or in connection with its operations are recorded and reported to the Director and Management teams.

By ensuring that the reporting of all incidents, diseases and dangerous occurrences is carried out, Le Mourier is in a better position to regulate and re-evaluate the safety of its operations and systems or work for the continued safeguarding and wellbeing of our customers, staff, and 3rd party suppliers. These reports and records will be kept for a minimum of 3 years or in the case of a child, until the age of 21.

Recording Accidents/injuries

All work-related accidents, incidents, or dangerous occurrences (including those caused by physical violence) will be recorded on the 'Incident & Injuries Form'. These forms are through the Microsoft power app facility that all staff will have access to on their activity camp I-Pad.

The app forms are designed to ensure that sufficient information is gathered to allow Le Mourier to properly manage health and safety risks. This information is a valuable management tool that can be used as an aid to risk assessment and helping to develop solutions to potential risks.

Activity Camp Related Accidents

Activity Camp accidents involving members of the public or people who are not at work will be reported / recorded if a person is injured, requires first aid treatment however minor or is taken from the scene of the accident to hospital for treatment.

Accidents which result in death, or a specified injury will be reported without delay to the Government of Jersey and the camp regulatory body CEYS.

[Incident reporting form - Section 1: Accident / Incident - one.gov.je](#)

Any accident involving an employee will follow the company's full Accident and Injuries policy.

Immediate Reportable specified injuries

These include:

- fractures, other than to fingers, thumbs, and toes.
- amputations.
- any injury likely to lead to permanent loss of sight or reduction in sight.
- any crush injury to the head or torso causing damage to the brain or internal organs.
- serious burns (including scalding), which:
- any scalping requiring hospital treatment.
- any loss of consciousness caused by head injury or asphyxia.
- Any major illness that has resulted from a current disclosed health condition.

ACTIVITY CAMPS

Reportable Dangerous Occurrences

Dangerous Occurrences are certain specified near-miss events (incidents with the potential to cause harm.)

- Near drowning
- Explosions or Fires
- Collapse or failure of a load-bearing area or lifting equipment.
- Acts of omissions by employees that leads to risks to service users and other employees.
- Acts of commission by employees that lead to risks to service users and other employees.

Misuse of chemicals that could have caused harm to other employees, service users.

Administration of First Aid

Where there is a need to provide first aid treatment to a child attending the Activity Camp setting this will be conducted by a member of staff who holds an in date STA Award in Paediatric First Aid. All camp leaders will carry a fully always stocked First Aid kit with them. Further First Aid Kits are available for use at all our fixed venues.

All instances of first aid treatment will be recorded as stated above and all information regarding the instance and treatment will be made available to parents to enable them to sign off the treatment.

