

## Incident Categorisation & Handling

Ver\_April2010

<b>Level 1</b>	Misfortunes or minor accidents which do not require medical attention but may require some attention from the party leader; Slightly delayed return (under two hours)	Party leader responds by: <ul style="list-style-type: none"> <li>■ assessing and securing situation</li> <li>■ secure party</li> <li>■ attends to injury</li> <li>■ notifies Base Contact of any delay</li> <li>■ completes accident reporting procedures</li> </ul>
<b>Level 2</b>	Minor events and injuries requiring some medical attention on return; Party able to extract itself and return home without outside help; Significantly delayed return (more than two hours but less than four hours)	Party leader <ul style="list-style-type: none"> <li>■ summons help</li> <li>■ advises Base Contact</li> </ul> Base Contact <ul style="list-style-type: none"> <li>■ advises parents</li> <li>■ contacts Head of Establishment</li> </ul>
<b>Level 3</b>	Serious event or significant but not life threatening injury; Element of rescue required; Seriously delayed return (over four hours)	Head of Establishment <ul style="list-style-type: none"> <li>■ advises parents</li> <li>■ contacts Duty Officer</li> </ul> Duty Officer <ul style="list-style-type: none"> <li>■ advises Director of Service</li> </ul>
<b>Level 4</b>	Fatal or near fatal events	Director of Service <ul style="list-style-type: none"> <li>■ advises Chief Executive</li> </ul> Chief Executive <ul style="list-style-type: none"> <li>■ advises Principal Health and Safety Adviser, Public Relations Officer, Convener, Committee Chairs, local members, Area Manager</li> </ul>
<b>Near misses</b>	No injury or other actual misfortune but only narrowly avoided	Should be investigated to learn from the experience