



Children & Young People's Services
Engagement & Enrichment Division
Youth Service
The Duke of Edinburgh's Award
Accident/Incident Report - Form D

EXPD REF.....

**DUKE OF EDINBURGH'S AWARD EXPEDITION ASSESSMENT PANEL
ASSESSMENT OF RISK**

FULL DETAILS OF ACCIDENT/INCIDENT, INCLUDING WHAT ACTUALLY HAPPENED AND THE PERCEIVED POTENTIAL RISK / INJURY / INCIDENT: (PLEASE ATTACH CONTINUATION SHEET IF NECESSARY)

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SPECIFIC PLACE OF ACCIDENT/INCIDENT:.....

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DATE AND TIME OF ACCIDENT/INCIDENT:.....

NAMES AND DESIGNATION OF STAFF AND OTHERS PRESENT:

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.....

NAME OF GROUP:.....

NAME OF AWARD CANDIDATE:.....

ADDRESS OF CANDIDATE:.....

.....
.....

TELEPHONE:.....(Day).....(Evening).....(Mobile)

NAME OF GROUP LEADER.....

ADDRESS OF GROUP LEADER:.....

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TELEPHONE:.....(Day).....(Evening).....(Mobile)

SIGNED:..... (Person in Charge) Date:.....

OTHER WITNESSES TO THE INCIDENT - NAMES AND ADDRESSES

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To be sent to the Award Officer within 7 days of the accident/incident.

The Group Leader should retain a copy.

Form D –Accident/ Incident Report Procedure

1. It is essential that we learn from any accident, incident or injury which takes place during a Duke of Edinburgh’s Award activity. Such situations are most likely to arise in the expedition section, but the procedure should be applied to include any incident in any other activity.
2. Accidents will be reported, on a Form SR3, by the Award Officer, using Nottinghamshire County Council’s on line reporting procedure. Any follow up will be undertaken by the Award Officer and the Children and Young People’s Services Personnel Section.
3. **An accident should be reported where no serious harm has taken place but where there was a POTENTIAL for an accident/incident to happen. Although the group leader will have dealt appropriately with the situation it is important that all people involved in DofE activities have the opportunity to learn from each other. In the case of assessed expeditions, the Supervisor should discuss with the Assessor whether a Form D should be submitted.**
4. The process of reporting accidents and incidents is **not** a way of checking on people’s competence and will not be used in a negative way towards the person making the report.
5. When an accident/incident takes place, the group leader must complete the report form within 24hours of the end of the expedition and send to the Award Officer. This copy will be filed and photocopies will be circulated to other relevant people, including the Expedition Assessment Panel for comment and information. Appropriate action will be taken to minimise risks as soon as possible.
6. In the case of serious accident, the Award Officer involved may decide to take immediate action and inform colleagues of this action.
7. Examples of incidents where no actual accident occurred:
 - Changes in water level have made a section of a river particularly hazardous.
 - A make of rucksack gives back problems to people of a certain size.
 - Changes in footpaths due to de-forestation.
 - A particular type of tent proves faulty in bad weather.
 - A group plans to use a campsite which is found to be closed.
 - Inadequate supervision between Group/Supervisor/Assessor

For Office Use:

Date Rec’d:

Copy to: Award Officer.....
Chairman, Expedition Assessment Panel.....

Discussed at Expedition Assessment Panel Mtg.(Date)

Referred to Expedition Guidance Group.....