



# Diocese of Middlesbrough Lourdes Pilgrimage

## Accident, Incident and Near Miss Reporting

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## Accident, Incident and Near Miss Reporting Procedure

All injury accidents, incidents and near misses, however minor, are recorded in an Incident/Accident book or on an Incident/Accident Form. New volunteers are instructed in this policy, on starting work. A means of recording accidents, incidents and near misses is provided at the Accueil Notre Dame. A copy of the Incident/Accident form is available at the end of this document.

The Pilgrimage will seek to investigate all accidents, incidents and near misses of which they are made aware to determine the causes and any actions necessary to prevent a recurrence. Where we are made aware of ill health which a volunteer believes to be work related, it is investigated in a similar way as other untoward incidents, with occupational health advice being obtained as necessary.

Serious accidents, incidents and ill health which are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) which occur whilst on pilgrimage in Lourdes, must first be reported to Pilgrimage Director at the earliest opportunity.

If you are in any doubt as to whether or not you need to report an accident, incident or incapacity, contact the Pilgrimage Director

All accident records and associated information will be filed confidentially and retained for at least 3 years.

The pilgrimage office contact details are:

Middlesbrough Lourdes Pilgrimage

50a The Avenue

Linthorpe

Middlesbrough

TS5 6QT

Tel: 01642 850505

email: [pilgrimagedirector@rcdmidd.org.uk](mailto:pilgrimagedirector@rcdmidd.org.uk)

## Diocese of Middlesbrough – Lourdes Pilgrimage

### Incident/Accident Book

Please record all incidents and accidents concerning health and safety. Leaders are expected to take appropriate action to deal with any incident/accident. Seek medical advice if necessary. Place completed forms in the folder provided in the Pilgrimage Office at the Hotel TBA on the day the incident happens. Use one form per incident. Report any serious incidents/accidents or those that concern you to Dr Emilio Garcia in the Accueil or any of the organizing committee as soon as possible after the incident/accident.

#### EXAMPLE

Date	Time	Place	Name of Pilgrim	Status	Hotel/Accueil
<i>DD/MM/YYYY</i>	<i>10.30am</i>	<i>Church of St Bernadette</i>	<i>Mary Smith</i>	<i>Able</i>	<i>Astrid</i>
Incident/Accident State briefly what happened.		Action/Treatment (if any)	Further if any and signature of Leader, Chaplain, Nurse or Doctor		
<i>Mary slipped outside the church and grazed her knee.</i>		<i>Jo Green, a volunteer qualified in first aid, attended to Mary and checked that there were no further injuries. She cleaned the wound and applied a dressing.</i>	<i>The hotel nurse checked Mary's knee in the evening; applying a clean dressing. No further action was necessary.</i>  <i>Signed: Liz Jones</i> <i>Nurse</i> <i>DD/MM/YYYY</i>		



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Incident/Accident Report

Date	Time	Place	Name of Pilgrim	Status	Hotel/Accueil
<b>Incident/Accident</b> State briefly what happened.		<b>Action/Treatment (if any)</b>		<b>Further if any and signature of Leader, Chaplain, Nurse or Doctor</b>	
				Signed: Date:	