

COLLECTION OF INCIDENT DATA

Responsibility for the safety of Award Participants lies with Operating Authorities, but each Operating Authority or Panel may deal with relatively small numbers of expeditions. The Duke of Edinburgh's Award is in a position to systematically collect and analyse incident data from an extremely large sample (thousands of expeditions). This will help to identify any trends or occurrences that should inform policy or need action. Collecting incident data will enable us to:

- improve the ability of the Award, the Expedition Panels and every Operating Authority to learn from the incidents that do occur
- maintain and improve the healthy safety culture within the Award, with an emphasis on learning and future avoidance rather than on blame
- compare the safety of Duke of Edinburgh's Award expeditions with other areas of activity
- compare successive years and identify any long term trends.

Wild Country Panels should therefore report any incidents, on the standard form attached, using the definition below. The information will be collated onto an electronic database held at Award Head Office. An annual summary to be circulated to all interested parties, including the Directorate/ASROs, Expedition Advisory Panel, Wild Country Panels and Operating Authorities. This report will respect the confidentiality of the groups involved, as the aim is to enable us to learn from the incidents.

Incidents are defined as any occurrence that involves a person

- not completing an expedition
- seeing a doctor / seeking medical assistance
- involving an emergency service such as Coastguard or Mountain Rescue etc.:

and can be categorised as:

- Accidents (e.g. broken leg)
- Recurring injuries (e.g. a previously sprained ankle aggravated by the journey)
- Illnesses (e.g. an epileptic seizure)
- Near Misses (e.g. participant almost hit by large boulder)
- Behavioural Incidents (e.g. an assault)

INCIDENT REPORT

This information will be used for management information/statistical purposes only. All personal/group details will remain strictly confidential

Date _____ **Time** _____

Location

Incident Type: (Please tick)

- Accident (e.g. broken leg, cut or burn)
- Recurring injuries (e.g. aggravated a previously sprained ankle)
- Illnesses (e.g. an epileptic seizure)
- Near Misses (e.g. participant almost hit by large boulder)
- Behavioural Incidents (e.g. an assault)
- Other

Casualty Details Number of casualties _____ Sex - Males _____ Females _____

Ages: _____ Award Level: Bronze / Silver / Gold

What Happened and what has happened since?

Group

Operating Authority

Contacts Name _____

Contacts Name _____

Position _____

Position _____

Tel No. _____

Tel No. _____

E-mail _____

E-mail _____

Informant's Name _____ **Position:** _____

Telephone No. : _____

Please return to:

Farida Allason, Children's Services, 5 Portland Square, Carlisle, Cumbria. CA1 1PU