



ACCIDENT & INCIDENT *Reporting Policy*



**BANBURY
MADNI MASJID**

ABU HASSAN HANIF

SAFE GUARDING LEAD



**BANBURY
MAKKAH MASJID**

BASHARAT HUSSAIN

JOINT DEPUTY



YASMIN KADUJI

ADMIN



**BANBURY
AL'AQSA SPIRITUAL CENTRE**

HAJI JAVID MALIK

DEPUTY LEAD

Contact No: **01295 276662**

Email: Banburymosque@yahoo.com

Merton St, Banbury OX164RX, United Kingdom





ACCIDENT & INCIDENT

Policy Statement

Banbury Madni Masjid is committed to providing a safe and healthy environment for all employees, volunteers, trustees, worshippers, visitors, contractors, and service users.

We are committed to:

- Reporting all accidents, incidents, and near misses promptly.
- Investigating incidents to identify causes and prevent recurrence.
- Maintaining accurate and confidential records.
- Continually improving health and safety standards.
- Complying with relevant UK health and safety legislation.

Purpose

This policy aims to:

- Protect everyone using the mosque and its facilities.
- Ensure accidents and incidents are reported promptly.
- Prevent similar incidents from occurring.
- Meet legal and regulatory obligations.
- Maintain accurate records for monitoring and improvement.



+44 1295 276662

banburymadnimasjid.com





ACCIDENT & INCIDENT

Scope

This policy applies to:

- Employees
- Volunteers
- Trustees
- Contractors
- Visitors
- Worshippers
- Students
- Event attendees
- Anyone using Banbury Madni Masjid premises or services

Definitions

Accident

An unplanned event that results in injury, illness, or damage to property.

Incident

An unexpected event that could affect health, safety, security, or normal operations.



+44 1295 276662

banburymadnimasjid.com





ACCIDENT & INCIDENT

Near Miss

An event that could have caused injury or damage but did not.

Dangerous Occurrence

A serious work-related event that must be reported under RIDDOR where applicable.

Responsibilities

Trustees

- Ensure this policy is implemented.
- Review significant incidents.
- Support continuous safety improvements.
- Ensure adequate resources are available.

Management

- Investigate reported incidents.
- Maintain accurate records.
- Submit RIDDOR reports where required.
- Monitor and implement corrective actions.



+44 1295 276662

banburymadnimasjid.com





ACCIDENT & INCIDENT

Employees & Volunteers

- Report accidents and incidents immediately.
- Cooperate with investigations.
- Follow health and safety procedures.
- Take reasonable care of themselves and others.

Reporting Procedure

- Make the area safe to prevent further harm.
- Provide first aid or emergency assistance if required.
- Inform management or the responsible person immediately.
- Record the incident in the Accident Book.
- Investigate the cause of the incident.
- Implement appropriate corrective actions.
- Monitor improvements to reduce future risks.

Accident Recording

The following information should be recorded:

- Date and time
- Location
- People involved



+44 1295 276662

banburymadnimasjid.com





ACCIDENT & INCIDENT

- Description of the incident
- Details of any injuries
- Witness information
- Action taken
- Name of the person completing the report

RIDDOR Reporting

Where required under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**, management will report applicable incidents.

This may include:

- Serious injuries
- Dangerous occurrences
- Certain work-related diseases
- Fatalities

Investigation

All significant incidents should be investigated to:

- Identify the root cause.





ACCIDENT & INCIDENT

LAST UPDATED: JULY 2026

- Gather relevant evidence.
- Speak with witnesses.
- Recommend corrective actions.
- Prevent similar incidents in the future.

Monitoring & Review

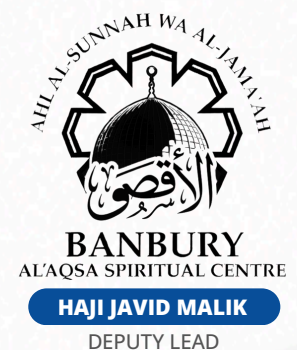
Banbury Madni Masjid will:

- Regularly review accident and incident records.
- Learn from reported incidents.
- Monitor corrective actions.
- Review this policy annually or when legislation or operational needs change.

Contact Details

For more information on safeguarding at Banbury Madni Masjid or to report a concern, please contact:

+44 1295 276662



+44 1295 276662

banburymadnimasjid.com

