



Critical Incident Handling Policy

The normal running of the club should be by way of the committee structure. Debate and decisions being made within meetings of the General Committee and record made in the minutes. However, some situations have the potential to cause severe harm to the club. These need to be handled in a manner where decision making is fully documented and capable of withstanding scrutiny and possible legal challenge.

The overriding tenet of the policy is to record in durable form the decision making process and the decisions arrived at in compliance with risk management principles. If a situation is regarded as a critical incident all members of the General Committee will be made aware that a critical incident has been identified. They will be provided with a comprehensive account of the facts and questions that need to be addressed.

This can be at a General Committee meeting or via email. Each General Committee member will record their understanding of the facts of the incident and the issues raised. It is important to document all considerations made and the weighting accorded to each thing considered. The final decision should then be clearly stated and the reasoning behind the decision explained. This will then be signed, dated and timed by the member. The decision being relayed to the club secretary. The written reasoning being kept in a safe place by the committee member in case it is required later.

A Critical Incident can be called by any officer or ordinary member of the General Committee.

Our definition of Critical Incident will be:

“Any incident where the effectiveness or good standing of the club may be perceived to be under significant risk or threat.”

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