



POLICY STATEMENT

MAJOR INCIDENT

OVERVIEW

A major incident is deemed to have occurred where there is:-

- Death of anyone whilst in the Romsey Town Hall or whilst on Romsey Town Council or Romsey Town Hall business
- Assault of, or serious threat to a member of staff or councillor
- Assault on a member of the public in it's premise
- Hostile or urgent press enquiry
- Any accident/or incident reportable to the Health & Safety Executive involving a member of staff, member of the public or Councillor (see Health and Safety Policy)

DETAIL

The major incident procedure is designed to:-

- Ensure an appropriate response to major incidents
- Ensure the provision of immediate support of staff and Councillors with advice if needed
- Ensure that staff/Councillors are de-briefed following major incidents
- Ensure appropriate follow-up communications
- Ensure that lessons from such an incident are learned
- Ensure that new risks are identified and assessed

LAST REVIEWED: January 2022

NEXT REVIEW DATE: January 2027