

Millennium Farm Trust

**GN8 Incident reporting
procedure including breach
reporting under GDPR V03**

Next review date Feb 2025



Version Control

Version number	Date of changes	Who	Review summary
02	Feb 19	T Freathy	Annual review.
03	Jan 20	NA Hunter	Annual review. Added section on IT incidents.
	Feb 21	NA Hunter	Annual review. No changes.
	Mar 22	NA Hunter	Annual review. No changes.
	Mar 24	T Freathy	Annual review. No changes

Incident reporting procedure

It is very important that anything that occurs that could affect a client's wellbeing is reported and investigated fully as soon as we are aware there could be a problem.

It is also important to report incidents that could cause harm to the organisation, for example by opening an email that downloads a virus or is a ransom on the organisations computer.

It is better to report something that is of concern even if it actually turns out to have had no untoward effect, than not to report something and then find that the client's wellbeing was adversely affected.

The sort of things you should report are events where you feel slightly uncomfortable after your session with the farm helper such as:

- An accident or near miss during the daily activities
- An personal incident or disagreement with a member of staff or another client
- A breach of personal information: see GDPR breach reporting procedure (PR 46)
- An IT incident where and email causes risk to DCF data or finances.

The Member of staff in charge should complete an incident as soon as possible. This should be passed to the Director or his deputy who will undertake an investigation. The purpose of the investigation is to decide whether anything should be done that could prevent a similar incident in the future.

Incident Report Form Millennium Farm Trust

Once completed and remedial actions
completed, place a copy in the farm
helper(s) file and in the Incident Log Folder



Date of incident	Date incident became known and was reported:
Name of member of staff reporting:	
Description of incident:	
Name of client:	
Details of investigation undertaken:	

How do you think this incident could have happened?

What was the potential or consequent impact or loss as a result of the incident

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

Is the incident work related and of a type that is reportable to HSE?

Yes ☐

No ☐

If yes, please specify.

Remedial actions to be implemented

Report completed by	Signed Date
Report reviewed by Trustees	Signed Date
Business wide remedial action required	
Notes of any developments further to the incident report	