

Reporting Details

ACCIDENT/ INCIDENT REPORTS Q2 2025 / 26			
Event	Action	Learning/ follow up	Person
July 25 (Accident). Member of staff - burn	First aider called	Duty Manager reminded of correct procedure.	Member of Staff
July 25 (Accident) Member of parks team stung	First Aid administered, operative returned to base, and monitored. Person responsible for site made aware. No further action required,	None	Member of Staff
Aug 25 (Accident) Member of the public fell on the footpath close to the Police Station.	Police Officer provided first aid. Area was checked for trip hazards and none found.	Whilst no trip hazards identified pathway was deemed worn, and so decision taken to resurface.	Member of the Public
Aug 25 (Accident) child fell from play equipment in the promenade and taken to hospital by her parent.	Equipment inspected. No defect found	None. Regular checks of equipment already in place	Member of the Public
Aug 25 (Accident) Report that child injured whilst using play equipment in promenade park	Equipment inspected No defect found	None. Regular checks of equipment in place	Member of the Public
Aug 25 (Accident) member of the public fell whilst using toilets in promenade park.	Person helped by attendant.	None. No defect identified	Member of the Public
Aug 25 (Accident) A child fell from seating hitting head	First aid	None, no defect	Member of the Public
Aug 25 (Accident)At UFEST event Member of the public injured their hand when a gust of wind overturned a gazebo	Gazebo pegged and weighted down. First aid given.	None	Member of the Public
Aug 2025 (Accident-First Aid only) At the UFEST event a member of the public reported feeling faint.	First aid	Not H&S related.	Member of the Public
Aug 2025 (Accident) At the UFEST event a child taking part in a display injured themselves	First aid was given by a paramedic at the event and the child taken to hospital by the parent.	Event Manager made aware.	Member of the Public
Aug 25 (Accident). At the UFEST festival a member of the public was reported to have suffered a minor injury no further details provided.	Unknown as no further details provided	Event Manager made aware	Member of the Public

APPENDIX 1

ACCIDENT/ INCIDENT REPORTS Q2 2025 / 26			
Event	Action	Learning/ follow up	Person
Sept 25 (Accident - First Aid only) During an event a participant felt unwell.	Member of team escorted member back to car park and took them home.	None. Not H&S related.	Member of the Public
26-9-2025 (Accident) During an event a participant tripped over	First aid provided.	Potential trip hazard reported to Essex County Council (ECC)	Member of the Public

NEAR MISS / HAZARD REPORTS Q2 2025 / 26			
Event	Action	Learning/ follow up	Person
July 2025 (Near Miss) In Promenade Park Waste bag fell from Council Vehicle into the road.	Operative retrieved debris and secured load.	No Action required	Member of Staff
July 2025 (Near Miss). Officer in contact with suspected dangerous (breed of) dog	Immediate corrective actions taken.	Website updated. Staff reminded of procedures	Member of Staff
July 2025 (Near Miss) Park's vehicle minor incident causing impact with the mirror. No Damage.	Mirror repositioned, and corrective action taken.	Reported as a hazard – reassigned as a near miss.	Member of Staff
July -2025 (Near Miss) An officer put their foot through weak floorboards. No injury.	The area was immediately cordoned off and patch repaired.	Information on the incident and area shared with senior managers and with safety representatives	Member of Staff
July 2025 (Near Miss) Officer tripped over wet floor signage positioned close to a doorway.	Staff Member removed the sign out of the walk-way - floor was dry.	Staff reminded of need to remove signs that are no longer in use.	Member of Staff
July 2025 (Hazard) Parks operative reported concern with blind spot at pedestrian crossing point in Promenade Park created as a result of new fencing.	H&S Manager raised with Head of Service	Additional measures to be implemented to improve visibility	Member of Staff
Aug 2025 (Hazard) Member of staff reported that insulated electric cable was protruding from ground was a trip hazard.	Immediate action taken to remove trip hazard		Member of Staff
Aug 2025 (Hazard) Whilst inspecting the area, a Facilities Team Member noticed dead branches on the oak tree adjacent to the fire assembly point	Area cordoned off and tree inspected. Assembly point moved to adjacent area (signage moved).	Tree now pruned and hazard removed.	Member of Staff
Aug 2025 (Near Miss) Whilst driving debris fell off another vehicle and on to the windscreen of an MDC	Vehicle stopped safely. Operative unable to obtain registration or other details of the	Consider installation of Dash Cameras across fleet	Member of Staff

APPENDIX 1

NEAR MISS / HAZARD REPORTS Q2 2025 / 26			
Event	Action	Learning/ follow up	Person
Parks vehicle.	perpetrator.		
Sept 2025 (Near Miss) Member of Staff slipped on steps at the front of the main offices building,	Raised with the Facilities Team.	Anti slip measures to be applied.	Member of Staff
Sept 2025 (Near Miss) Whilst closing a first-floor window the windowpane and frame fell on to the footpath below.	Damaged window secured.	Incident Investigated. Corrective actions taken to reduce risk for all other windows.	Member of Staff

UNACCEPTABLE BEHAVIOUR REPORTS Q2 2025 / 26			
Incident	Action	Learning/ follow up	Method
Aug 2025 Abusive call to customer services officer making threats.	Staff supported. Reported to police and other departments. Immediate mitigations implemented	Additional mitigations in place to manage risks related to this member of the public	Telephone
Aug 2025 Inappropriate behaviour by member of public to staff	Staff supported.	Follow up action agreed with member of staff	In Person
Aug 2025 Abusive and threatening call to customer services, threatening physical assault	Staff supported. Reported to police and other departments. Immediate mitigations implemented	Mitigations already in place which were reviewed	Telephone
Sept 2025 Abusive and offensive language directed towards Staff in an e-mail	Staff supported	Appropriate follow up actions taken	Telephone
Sept 2025 Abusive and threatening call from member of the public	Staff supported Reported to the Police	Appropriate follow up actions taken	Telephone
Sept 2025 Abusive e-mail including threats	Staff supported.	Review of existing mitigations, and appropriate follow up actions taken.	E-mail
Sept 2025 Offensive e-mail to member of staff	Staff supported	Appropriate follow up actions taken	E-mail