



**Bedford Morison and Cordery Almshouse
Charity**

Dame Mary Morison Apprenticeship Trust

**BEDFORD, MORISON & CORDERY ALMSHOUSE CHARITY
DAME MARY MORISON APPRENTICESHIP TRUST**

INCIDENT FORM GUIDELINES

Bedford Morison and Cordery Almshouse Charity, Watford, was established in 1580
England and Wales Charity Registration number: 207042

Dame Mary Morison Apprenticeship Trust

*Established 6 April 1629 to aid and assist young persons (poor children of the Town and
Parish of Watford) during their educational years*

England and Wales Charity Registration number: 312129

Registered Office: 19 St Mary's Close, Watford, WD18 0EQ

Approved by Trustees, September 2023, September 2025

Incident log form

1.1 The Incident Log form should be used to record any incident or behaviour which disrupts, or threatens to disrupt, the normal safe and peaceful environment which all residents have a right to expect.

Examples include:

- A complaint regarding the use by a resident of abusive, insulting or threatening words or behaviour towards one or more residents
- Any breach of the terms of residency which adversely affects another resident ¹
- The attendance on site of any of the emergency services for other than solely medical reasons ²
- Any threat to the safety and wellbeing of residents by an external source ³

1.2 The form is not to be used to record normal maintenance issues.

1.3 It is anticipated that in the majority of cases the Incident Log will be created by the Site Manager or Deputy Site Manager since, as they live on site, they are more likely to receive complaints or witness incidents that need recording. However, the Chair of the Trustees or any Trustee can create an Incident Log in appropriate circumstances.

1.4 On each occasion when an Incident Log is created, the Chair of the Trustees should be notified as soon as possible by e-mail with brief details by the person creating the log. The e-mail should also indicate whether the issue has been resolved (for example, where the offending party has apologised to the injured party and promised not to repeat their behaviour).

This policy has been approved for issue by the board of trustees:

Name: Felicity Evans MBE, Chair of Trustees

Date: 16 September 2025

¹ = an example may be frequently playing loud music to the annoyance of other residents. It wouldn't include, for example, non-payment of the maintenance contribution which does not directly affect other residents.

² = an example may be the attendance of the Fire & Rescue Service to extinguish a fire in a dwelling.

³ = an example may be the entry on site of unruly football supporters en route to or from the Vicarage Road stadium.

BEDFORD MORISON & CORDERY ALMSHOUSES

INCIDENT LOG

DATE & TIME REPORTED:

REPORTED BY:
(Name & Address)

REPORTED TO:

DETAILS OF INCIDENT:

IS THIS A SAFEGUARDING ISSUE?:

IF "YES", S/O INFORMED? : **DATE:**

RESOLUTION OF INCIDENT:

NOTED BY CHAIR OF TRUSTEES:

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DATE:

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ADDITIONAL COMMENT:
