

The Oasis Centre - Cornwall

Registered Charity Number 1139355,
Founded to serve the communities in the parishes of
St Columb Major, St Mawgan-in-Pydar, St Eval and St Ervan
Office: 26 Fore Street, St Columb, TR9 6RH
Telephone: 01637 889682
Website: oasiscentre-cornwall.org.uk
Facebook: Oasis Centre – St Columb



Significant Event Report

As a charity, we are committed to making a record of anything that might, at the time or later, be considered to be significant and which happens during the course of our activities or at a location for which we may have responsibility. These records relate not only to things like accidents and emergencies but also to the good things that occur and are a mark of the successes we achieve. We use them as lessons from which we can learn in the future and also to celebrate achievements that might otherwise be unrecorded. Use this form to tell us about any significant event that you know of. Tell us all that you can.

If there is insufficient room in a particular box, please continue on a separate sheet.

1. Date and Time when the Significant Event occurred:
2. Location at which the Significant Event occurred:
3. What happened?
4. How did it happen?
5. What else was going on at the same time?
6. What was good about the Significant Event?
7. What was bad about the Significant Event?

8. What feelings and thoughts has the Significant Event generated?
9. What was done about the Significant Event at the time?
10. What else could (or should now) be done about the Significant Event?
11. What lessons can we learn from the Significant Event?
12. Who else was present when the Significant Event occurred?
Your Name:
Your Address:
Your Phone:
Your E-mail:

Please deliver or send this form to the Chair of our Trustees – Jeremy Simmonds,
The Old School House, St Ervan, Wadebridge, PL27 7TA, Tel: 01841 540811
E-mail: jbc_simmonds@hotmail.com

If you think urgent action is needed, please contact any Trustee. Their contact details and their Skills and Responsibilities are on the 'About Us' page of our website.

Notes:

1. If the Significant Event has been reported to an appropriate authority (eg Health & Safety, Ambulance, etc.) indicate this in section 9. If you are unsure tell us in section 10.
2. Pat Walton is our Trustee with responsibility for Safeguarding.
3. Barbara Hough is our Trustee with responsibility for Health & Safety.
4. All our policies, including those on Safeguarding and Health & Safety, are on our website.