

Denbigh Harriers Accident Reporting Procedure

Document History. Version: 1 Date 11/03/2022

Accident Reporting Procedure for all members of Denbigh Harriers

This procedure is to ensure continued 'duty of care' for members during an accident or incident and to ensure compliance with reporting records being properly maintained.

The four main areas covered are:

- 1. An accident during club training hours at the Denbigh Leisure Centre (DLC) or at Myddleton College (MC)**
- 2. An accident outside of club training hours at DLC**
- 3. An accident in a public space during club training hours**
- 4. An accident at a Denbigh Harriers organised event**

All accidents and incidents reported to the club will be recorded and kept on permanent record.

Members are responsible for their own safety when training outside of club training hours.

At events being run by other organisations where an accident occurs, members should contact the event organisers directly and as soon as possible.

- 1. An accident during club training hours at the Denbigh Leisure Centre (DLC) or at Myddleton College (MC)**

On becoming aware of a serious injury:

- Contact the duty personnel at the reception desk.
- DLC/MC staff will complete their own appropriate paperwork.
- The Denbigh Harrier member who reported the incident will also be required to email details of the incident using the Denbigh Harriers Incident/Accident reporting form (Appendix 1) to denbighharriers@gmail.com and to complete the UK Athletics online accident reporting form:

UK Athletics online reporting form: <https://www.mysporthost.com/HealthAndSafety/>

- If injury is caused by equipment please record all details in the email to denbighharriers@gmail.com and nominate someone to photo the equipment and record any comments relevant to the incident.

- 2. An accident outside of club training hours at the DLC**

On becoming aware of a serious injury:

- Contact the Duty Manager at the reception desk (DLC have fully trained First Aid staff on duty at all times).
- DLC staff will complete their appropriate paperwork which covers the centre.

3. An accident in a public space during club training hours

- Dial 999 for ambulance if required.
- The DenbighHarrier member who reported the incident will also be required to email details of the incident using the Denbigh Harriers Incident/Accident reporting form (Appendix 1) to denbighharriers@gmail.com and to complete the UK Athletics online accident reporting form:

<https://www.mysporthost.com/HealthAndSafety/>

- If injury is caused by equipment please record all details in the email to denbighharriers@gmail.com and nominate someone to photo the equipment and record any comments relevant to the incident.

4. An accident at a Denbigh Harrier organised event

On becoming aware of a serious injury:

- Contact the Denbigh Harrier club officer responsible for the event (e.g. meeting manager, race director, social secretary)
- The Denbigh Harrier member who reported the incident will also be required to email details of the incident to denbighharriers@gmail.com
- If injury is caused by equipment please record all details in the email to denbighharriers@gmail.com and nominate someone to photo the equipment and record any comments relevant to the incident.

Appendix 1 - Denbigh Harriers Incident/Accident Reporting Form

Person in charge of session/ event							
Site where incident/accident took place:							
Date of incident/accident:							
Time of incident/accident:							
Name of person injured:							
Contact of person injured							
Nature of incident/accident and extent of injury including which area of the body was injured. Left or right etc.							
Give details of how and precisely where the incident/ accident took place.							
Describe what activity was taking place, example - training, getting changed, etc.							
Give full details of the action taken including any first aid treatment and the name(s) of the first aider(s):							
How does this change the risk assessment for the activity?							
Were any of the following contacted?:	<table> <tr> <td>Police.</td> <td>Yes/No</td> </tr> <tr> <td>Ambulance</td> <td>Yes/No</td> </tr> <tr> <td>Carer/Parent</td> <td>Yes/No</td> </tr> </table>	Police.	Yes/No	Ambulance	Yes/No	Carer/Parent	Yes/No
Police.	Yes/No						
Ambulance	Yes/No						
Carer/Parent	Yes/No						
What happened to the injured person following the incident/ accident? (example - went home, went to hospital, carried on with session)							
Signed							
Name/Date							