



# **Accident Reporting Policy**

## **Accident Reporting Procedure for all members of Horwich RMI Harriers**

**This procedure is to ensure continued 'duty of care' for members during an accident or incident and to ensure compliance with reporting records are kept up-to-date.**

**The 4 main areas covered are:**

- 1 : An accident during club training hours at the Bolton Arena**
- 2 : An accident outside of club training hours at Bolton Arena**
- 3 : An accident offsite during club training hours**
- 4 : An accident offsite outside of club training hours**

**In the event of accident or injury:**



## **1. When at the Track or Sport Hall locations (Bolton Arena) during club dedicated training hours.**

On becoming aware of a serious injury

Contact the Duty Manager at the Bolton Arena via the reception desk

Bolton Arena have fully trained First Aid staff on duty at all times

They will in turn put out a PA announcement and radio call "First Aid to "indicated area" immediately"

If requested by the Duty Manger dial 999 to contact an ambulance giving the site address which is:

Bolton Arena, Arena Approach, Horwich, BL6 6LB

Bolton Arena will arrange one of their staff to meet the ambulance.

Bolton Arena staff will complete their appropriate paper work which covers the centre.

Note: The Horwich Harriers member who reported the incident will also be required to record the incident on a Club Accident Report Form available from the club website

If an ambulance is involved the member who reported the accident will also be required to fill in the UK Athletics Accident Report form online at :

<https://www.uka.org.uk/governance/health-safety/online-accident-incident-report-form>

If injury is caused by Equipment please record all details and nominate someone to photo the equipment and record any comments relevant to the incident.

Details also to go onto UK Athletics Accident / Incident report form before submitting.

For Minor Injury the club holds a First Aid kit in the Club House were minor treatment by a First Aider can be given this must be recorded on the Club Accident Report Form and parent / carer informed of the incident in person.

Note: A member of the Horwich Harriers First Aid team will check the contents of the First Aid Kit weekly and ensure that any replacement items (those used or out-of-date) are ordered immediately.

The Horwich Harriers First Aiders are clearly displayed in the club house



## **2. When at the Track or Sport Hall locations (Bolton Arena) Outside club dedicated training hours.**

On becoming aware of a serious injury

Contact the Duty Manager at the Bolton Arena via the reception desk

Bolton Arena have fully trained First Aid staff on duty at all times

They will in turn put out a PA announcement and radio call "First Aid to "indicated area" immediately"

If requested by the Duty Manger dial 999 to contact an ambulance giving the site address which is:

Bolton Arena, Arena Approach, Horwich, BL6 6LB

Bolton Arena will arrange one of their staff to meet the ambulance.

Bolton Arena staff will complete their appropriate paper work which covers the centre

Note: as this is not an official club training time there is no need to complete the Club Accident Report Form

## **3. Incident or accident offsite during club training hours but away from the Bolton Arena venue stated above.**

Should this happen off site Dial 999 for ambulance if required and record and report all details as indicated on 1 above. Complete the Club Accident Report form and if the injury requires hospital treatment the UK Athletics accident reporting form online at:

<https://www.uka.org.uk/governance/health-safety/online-accident-incident-report-form>

Contact Club Committee to register the incident.

## **4. Incident or accident offsite and outside of club training hours.**

Should this happen off site Dial 999 for ambulance if required and record and report all details as indicated on 1 above. Complete the Club Accident Report form and if the injury requires hospital treatment the UK Athletics accident reporting form online at:

<https://www.uka.org.uk/governance/health-safety/online-accident-incident-report-form>

Contact Club Committee to register the incident.