



ACCIDENT and INCIDENT POLICY

This is the Accident and Incident Policy of Wellingborough and District AC. This policy sets out the steps which should be followed should an accident, hazard or near miss occurs during a training session or at a club event.

For the purpose of this policy, the following definitions apply:-

Accident: An event that results in injury or ill health

Near miss: an event not causing harm, but has the potential to cause injury or ill health

Hazard: a dangerous situation or object, which has the potential to cause harm

If a hazard, near miss or accident occurs, a person should notify the group leader, coach or event referee as soon as possible who will:

1. Notify the facility where the incident occurred (if appropriate); and
2. Complete the UK Athletics Accident /Incident report form online or request a member of the Club Committee to complete such report; and
3. Provide the Club Committee with details of:-
 - 3.1. date and time of accident/ hazard/ near miss
 - 3.2. details of the injured person
 - 3.3. name of event (if applicable)
 - 3.4. the accident/hazard/near miss with diagrams and/or photographs if possible
 - 3.5. the nature of any injuries
 - 3.6. any first aid and names of first aiders
 - 3.7. any other persons present
 - 3.8. the reporting person.

Helplines:

UK Athletics 0870 998 6800

Link to the UKA Accident and Incident report form: <http://www.uka.org.uk/governance/health-safety/online-accident-incident-report-form/#>

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Issued by: Stephanie Welsford

Approved by: Strategy Committee

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