

## **Accident Reporting Procedure**

If an accident occurs on the premises an accident report form needs to be completed. This would normally be done by the person supervising the injured person.

If it is a member, they may be unaware of the accident form procedure and staff should ensure that a form is filled in, even after the event.

If a staff member is in charge of the incident, they would fill in the form. They should also leave a note for the manager that there was an incident.

The accident report book is kept in the front Office pigeonholes - labelled accident book. There is also a first aid advice book there. Both must be returned after use.

The main purpose of the form is to alert the manager to the fact an accident occurred. The manager should read the form and decide whether or not any action needs to be taken to prevent it happening again.

The manager keeps a log. This is in this book.

The form is often asked for by the insurance companies in event of a claim. So, it is very important.

Various serious accidents need to be reported to RIDDOR. This is so an external agency can investigate and see if the club was culpable of mismanagement and negligence.

The manager will decide whether this needs to be reported. These are serious incidents and involves death, fatal injury and people off work for more than a week.

Hope fully we will not need to report anything of this nature at Purley Sports Club.