



BUNGAY BLACK DOG RUNNING CLUB

England Athletics 2657740
SCAA affiliated

Accident/Incident Procedure

Club accident book to be held in club storage shed at Bungay High School. Completed accident book forms to be removed from book and held by Club Membership Officer for minimum 3 years.

What to do in Case of Accident

At a club training session:

- 1) Notify the facility where the accident happened
- 2) Notify club officer or coach who in turn will record the following details in club accident book:
 - a) Date and time of accident.
 - b) Details of the injured person.
 - c) Description of accident with diagrams and/or photographs if possible.
 - d) Nature of injuries.
 - e) Details of any first aid and names of first aiders.
 - f) Names of any other person present.
 - g) Details of the reporting person (Notify Club Welfare Officer(s) if junior athlete involved)

At a club event (club only or open events):

- 1) Notify the facility where the accident happened
- 2) Notify club officer or coach who in turn will record the following details in club accident book:
 - a) Date and time of accident
 - b) Details of the injured person.
 - c) Name of event and organiser(s)
 - d) Description of accident with diagrams and/or photographs if possible.
 - e) Nature of injuries.
 - f) Details of any first aid and names of first aiders.
 - g) Names of any other person present
 - h) Details of the reporting person (Notify Club Welfare Officer(s) if junior athlete involved)

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Reportable Accident or Reportable Incident

Reportable accidents or incidents must be reported to UKA on the Reportable Accident/Incident form FORM-UKA/RF/2/2009 Report forms can be downloaded from the UKA website and should be completed either by the coach or by an appropriate club official and returned to UKA at the address on the form. Completed forms must be submitted to UKA within seven days of the accident/incident. The form is also available on this site by [clicking here](#).

A Reportable accident is an accident in which the injured party requires or is likely to required medical treatment

What to do in the event of a Reportable Accident The reporting person completes the UKA Accident/ Incident Report form. The reporting person is likely to be the referee or race director at a competition, or coach during a training session, but can be any responsible person

A Reportable incident is one, which in slightly different circumstances, might have led to a reportable accident.

i.e. A near miss on the road by a car

What to Do in the Event of a Reportable Incident

Notify the club or coach who in turn will complete the UKA Accident/Incident report form. The reporting person is likely to be the referee or Race Director at a competition, or coach during a training session, but can be any responsible person

If in doubt whether an accident or incident is reportable - REPORT IT!