



BUNGAY BLACK DOG RUNNING CLUB

England Athletics 2657740
SCAA affiliated

Guidelines for dealing with an incident or accident

1. Stay calm but act swiftly and observe the situation. Is there danger of further injury to anyone present?
2. Listen to what the injured person is saying.
3. Alert the first aider who should take appropriate action for minor injuries.
4. In the event of an injury requiring specialist treatment call the emergency services.
5. Deal with the rest of the group and ensure they are adequately supervised.
6. Do not move someone with major injuries. Wait for the emergency services.
7. Contact the injured person's parent or carer.
8. Complete an incident/accident report form (overleaf).

QUALIFIED FIRST AIDERS: Dr Tim Morton, Christine Muttitt, Carol Maycock, Bobbie Sauerzapf, Robin Farrar. Staff on duty at either the Sports Centre or Maltings may also be qualified.

Note: Serious injuries must be reported to the relevant authorities. For definition of "Serious injuries" see Page 3. The relevant authorities are either the local authority environmental health department or the Health and Safety Executive depending on the place where the incident occurred. The injured person (or their parent/carer) must give permission for personal details to be forwarded to the authorities. If they do not, the submitted details must be anonymized.



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UK Athletics should also be informed if anyone is injured and requires medical attention. (See page 4).

NAME OF PERSON COMPLETING FORM: Please print	
Position held:	
Date and time of incident/accident:	
Place incident/accident occurred:	
NAME OF CASUALTY:	
ADDRESS OF CASUALTY:	
Describe what happened:	
Describe nature of injuries:	
What medical aid was given: <i>None required, First aid, GP, ambulance service, other</i>	
Name of First Aider	
Were any of the following contacted: Parent/carer; police; ambulance service, GP?	
Remedial action necessary to prevent recurrence:	
Remedial action in place:	

All the above facts are a true record of the incident

Chairman: John White, 07712836209, johnfrederickwhite@yahoo.co.uk
Club Captain: John Wharton, 01986 896025, johnwharton54@yahoo.com
<http://www.bungayblackdogrunningclub.co.uk/>



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SIGNED:	
DATE:	

Reporting Of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995

Fatalities and major injuries must be reported immediately by phone to the HSE or Environmental Health Department.

Form F2508 has to be completed. This is available at

<https://www.hse.gov.uk/forms/incident/f2508.pdf>

This can be completed on line or download and post or fax to

Incident Contact Centre, Caerphilly Business Centre,
Caerphilly Business Park, Caerphilly, CF83 3GG.
or email to riddor@natbrit.com or fax to 0845 300 99 24

Major injuries are listed below (These are listed for completeness, even if highly unlikely for runners):-

- fracture, other than to fingers, thumbs and toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

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- ANY injury leading to the person being off work or school for three or more days.

Who to Report RIDDOR to. HSE or Environmental health?

1. Injury at The Maltings (inform the Maltings staff) and South Norfolk District Council,

South Norfolk House
Swan Lane
Long Stratton
Norfolk NR15 2XE

2. Injury at the High School (inform School staff) and HSE.
3. Injury on the roads-inform HSE
4. Injury on farmland or common land-inform HSE

UK Athletics Form

ANY injury requiring medical treatment must be reported to UK Athletics within 7 days of the incident.

The relevant form can be found at:-

<http://www.uka.org.uk/governance/health-safety/what-to-do-in-the-event-of-an-accident-or-dangerous-incident/online-accident-report-form/>

This can be completed on line or download the pdf and post to

Health and Safety Department, UK Athletics, Athletics House, Blythe Valley Park, Solihull, West Midlands, B90 8AJ

If in doubt, REPORT the incident.

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