

# EAST CORNWALL = HARRIERS = LISKEARD

## Accident/Incident Reporting Procedure

### What to do in Case of Accident

#### At a club training session or ECH organised event:

- 1) Notify the facility where the accident happened
- 2) Notify Race Director, coach or leader who in turn will record the following details:
  - 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 Child Welfare Officer if junior athlete involved)
- 3) Race Director, coach/leader to complete ECH Accident/Incident Reporting Form attached [here](#) and pass to Club Secretary **or** complete and submit UK Athletics Accident/Incident Report Form if a **'Reportable Accident/Incident'** keeping a copy for club purposes.
- 4) Accident/Incident to be discussed, where necessary, at next available Coaches Meeting so that any learning points can be identified.

#### At another club's event:

Notify Race Director or other race official of the following details:

- a) Details of the injured person.
- b) Description of accident with diagrams and/or photographs if possible.
- c) Nature of injuries.
- d) Details of any first aid and names of first aiders
- e) Names of any other person present

### Reportable Accident or Reportable Incident

Reportable accidents or incidents **must be** reported to UKA on the Reportable Accident/Incident Form. These forms can be downloaded from the UKA website and should be completed either by the Race Director, coach or leader and submitted to UKA at the address on the form or online. 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 require medical treatment.

**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.

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