

Accident Reporting Policy

1. Purpose

This policy outlines the procedures for reporting, recording, and managing accidents, incidents, near misses, and dangerous occurrences within the club. It applies to all staff, volunteers, gymnasts, visitors, and contractors, both on and off site (including competitions and events).

The club is committed to promoting a safe environment and ensuring that all incidents are handled appropriately, recorded accurately, and reviewed to prevent recurrence.

2. Definitions

- **Accident:** An unplanned event that results in injury, ill health, or damage to property.
- **Near Miss:** An unplanned event that did not result in injury or damage but had the potential to do so.
- **Incident:** Any unplanned event affecting health, safety, or welfare.

3. Responsibilities

- **All Staff and Volunteers**
 - Must report all accidents, incidents, and near misses as soon as possible.
 - Must take reasonable care for their own safety and that of others.
- **Duty Manager / Senior Coach**
 - Responsible for immediate incident management and escalation.
 - Ensures appropriate action is taken, including first aid and parental notification.
- **Health & Safety Lead**
 - Oversees accident reporting systems and reviews records regularly.
 - Identifies trends and implements preventative measures.
- **Club Welfare Officer**
 - Must be informed of any incident that raises safeguarding concerns.

4. Immediate Action

In the event of an accident or incident:

1. Ensure the area is safe and remove any ongoing risks.
2. Administer first aid by a qualified first aider.
3. Call emergency services if required.

4. Inform the Duty Manager immediately.

Head Injuries

All head injuries must be treated with caution:

- The injured person must be assessed by a qualified first aider.
- Parents/carers must be informed as soon as possible.
- Medical advice must be sought where symptoms indicate (e.g. loss of consciousness, vomiting, confusion, severe or worsening headache).

5. Reporting Procedures

- All accidents and near misses must be reported **on the same day** or as soon as reasonably practicable.
- Serious incidents must be reported **immediately** to the Duty Manager and escalated to senior leadership.
- Incidents occurring off site must be reported and recorded in the same way as on-site incidents.

If an injured person is unable to complete a report, a witness or colleague must do so, with the individual's account added as soon as possible.

6. Accident Recording

All incidents must be recorded using the club's accident report form.

Records must include:

- Date, time, and location of the incident
- Name and details of the injured person
- Description of the incident
- Nature of injury
- Action taken (first aid, emergency services, etc.)
- Names of witnesses
- Name of person completing the report

Accident records must be stored securely and handled in accordance with data protection legislation.

7. Parent/Carer Notification

Parents or carers must be informed of any injury involving a child **as soon as possible and always on the same day**.

8. External Reporting

The club will comply with its legal duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The following must be reported to the Health & Safety Executive (HSE):

- Deaths and major injuries
- Injuries resulting in over 7 days' absence from work
- Dangerous occurrences
- Reportable diseases

RIDDOR reports will be submitted by the Health & Safety Lead or senior manager.

Any accident requiring hospital treatment involving a gymnast must also be reported to British Gymnastics in line with their reporting requirements.

9. Investigation and Review

- All accidents will be reviewed by the Health & Safety Lead.
- Serious incidents will be formally investigated to identify root causes.
- Findings will be used to update risk assessments, policies, and procedures.

Accident records will be reviewed regularly by senior management to identify patterns or recurring risks.

10. Safeguarding

Any incident that raises concerns about a child's welfare must be reported immediately to the Club Welfare Officer and managed in accordance with the club's safeguarding policy.

11. Training

All staff and volunteers will receive training on:

- Accident reporting procedures
- Emergency response

- Their responsibilities under this policy

Refresher training will be provided periodically.

12. Monitoring and Review

This policy will be reviewed annually or following any significant incident, change in legislation, or updated guidance from British Gymnastics.

Version	Date Approved	Approved By	Next Review
1.0	03/08/2021	Louise Combellack - Manager	Aug 2022
1.0	10/08/2022	Louise Combellack – Manager	Aug 2023
1.0	01/06/2023	Louise Combellack – Manager	June 2024
1.0	06/06/2024	Louise Combellack – Manager	June 2025
1.0	10/06/2025	Louise Combellack – Manager	June 2026

Version	Date Approved	Summary of Changes
2.0	10/04/2026	<i>Head injury section updated to include a more risk-based assessment</i> <i>Safeguarding section added</i> <i>Details included of what information is required when an accident is recorded</i> <i>Inclusion of policy of parental notification</i> <i>Statement referring to GDPR included</i>

Signed Louise Combellack Senior Manager Date 10/04/2026

Appendix A – Accident Response Flowchart

Accident / Incident Flowchart

Accident or Incident Occurs



Make Area Safe

- Stop activity
- Remove hazards



Injury?

- NO → Record as near miss → Report to manager
- YES → Continue below



Provide First Aid

- Qualified first aider attends
- Assess severity



Serious Injury?

(e.g. unconsciousness, suspected fracture, severe bleeding)

- YES → Call 999 → Inform Duty Manager immediately
- NO → Continue



Head Injury?

- YES → Monitor closely + inform parents immediately
- NO → Continue



Inform Parents/Carers (if child)

- Same day (immediately if serious)



Complete Accident Report Form

- Same day
- Include all required details



Escalation Check

- Hospital treatment?
- Over 7-day absence (staff)?
- Dangerous occurrence?

→ If YES: escalate for RIDDOR consideration



Safeguarding Concern?

- YES → Report to Welfare Officer immediately



Review & Follow-Up

- Health & Safety Lead reviews
- Actions taken to prevent recurrence

Key Rule: If unsure at any stage → escalate to Duty Manager