



Accident and Incident Procedures

These procedures are to help you understand how and when to complete an Accident/Incident Report Form. The completion of these reports is required under Health and Safety Legislation.

What needs to be reported?

1. Every time there is an incident where someone is injured or property is damaged.
2. Incidents that occur at any event or activity arranged by the Club
3. Where an accusation is made against a club official/teacher etc that may lead to legal action.

Completing the Accident/Incident Form

The Accident Report book is held at our desk

For an accident complete the following details:

1. Place, date and time of accident
2. Details of what happened
3. Details of Injured Person
4. Details of any Witnesses (if applicable)
5. Additional information/comments and diagram if appropriate
6. Your details
7. Sign the report

For damage to property complete the following details:

1. Place, date and time of accident
2. Details of property damaged
3. Additional information/comments and diagram if appropriate
4. Your details
5. Sign the report

Accidents and incidents may need to be reported to the ASA insurers by the Club Secretary or Welfare Officer. Further guidelines are available from the ASA website.