



White Horse Harriers AC

**Incident Procedures**

Version: 1.0

## White Horse Harriers AC

# Incident Procedures

Date: 24 September 2008



OXFORDSHIRE  
ATHLETICS  
ASSOCIATION





## DOCUMENT INFORMATION PAGE

document3

### Document Identity

Document Title	Purpose
Incident Procedures	This document outlines the procedures to follow if an incident or injury occurs during a Club activity.

### Document History

Version	Change Description	Author	Date
1.0	Initial Version	Simon Atkin	24 Sep 2008

### Distribution List

Who	When	How
Coaches / volunteers / officials	On taking up the post	Electronically or paper on request
All members	Available for reference	Website

### Signoff

Version	Agreed by	Date
1.0	Committee	15 Apr 2009



## GUIDELINES FOR DEALING WITH AN INCIDENT/ACCIDENT

- Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
- Listen to what the injured person is saying.
- Alert the first aider who should take appropriate action for minor injuries.
- In the event of an injury requiring specialist treatment, call the emergency services.
- Deal with the rest of the group and ensure that they are adequately supervised.
- Do not move someone with major injuries. Wait for the emergency medics.
- Contact the injured person's parent/carer.
- Complete an incident/accident report form.



## INCIDENT/ACCIDENT REPORT FORM

Name of person in charge of session/competition:

Site where incident/accident took place:

Date of incident/accident:

Name of injured person:

Address of injured person:

Nature of incident/injury and extent of injury:

Give details of how and precisely where the incident took place.

Describe what activity was taking place (for example, training/competing/getting changed):



Give full details of action taken during any first aid treatment and the name(s) of first aider(s):

Were any of the following contacted?

- Parents/carers      Yes       No
- Police      Yes       No
- Ambulance      Yes       No

What happened to the injured person following the incident/accident? (For example, carried on with session, went home, went to hospital etc.)

All of the above facts are a true record of the accident/incident.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

In the event of an accident occurring through insufficient training or faulty equipment or facilities, follow up action should include completion of a Risk Assessment Form.