



ACCIDENT REPORTING PROCEDURE

Version 1.0 – January 2018

1. INTRODUCTION

The British Triathlon Federation's Coaching Guidelines state that clubs must record any accidents or injuries which occur during a session. When documenting the occurrence of an injury or illness the coach should:

- Briefly note it in the relevant box on the session plan.
- Record the full details on an Accident and Illness Record Form or in an accident record book.
- If in a managed facility, notify the facility Duty Manager as they may need to document the incident as well.

Recording these details is part of a wider process, particularly in identifying any trends or re-occurring accidents as well as areas that could be addressed to improve safety. The records will also be vital in the unlikely event of legal action. A copy of the accident report form should be given to the club's Health and Safety Officer and the coach should keep a copy for their own records. As the records will include personal details of individuals they should be stored securely and confidentially.

Recording near-misses is a valuable method of preventing future incidents.

2. PETERSFIELD TRIATHLON CLUB ACCIDENT REPORTING PROCEDURE

In the event of injury or illness occurring during any club training session, once the immediate first aid requirements have been put in place, the leader of the session should:

	Coached Training Sessions	Non-Coached Training Sessions
1.	The Coach should make a brief note of the incident in the session plan. Serious 'near misses' should be treated in the same way as actual incidents.	The leader of the session should make sure they have the salient details. Serious 'near misses' should be treated in the same way as actual incidents.
2.	If in a managed facility (such as Churcher's College or the Open Air Pool), notify the Duty Manager (or the Lifeguard) so that they can document the incident in their accident records.	
3.	If at all possible the Coach / session leader should take a copy (e.g. a photo on their phone) of the facility's accident report.	
4.	The Coach should record the full details of the incident in an Accident Report Form * and send a copy to the club's Health and Safety Officer.	At the first opportunity the leader of the session should send details of the incident to the club's Health and Safety Officer.
5.	Include the photograph of the facility's accident record where relevant.	
6.		The Health and Safety Officer will fill in an Accident Report Form *.
7.	The Health and Safety Officer will consult with relevant people (including e.g. the session leader, the member who experienced the incident), the Club Chairman, the Facility Manager) as to what actions need to be taken, if any, to mitigate future similar incidents.	

8.	The Health and Safety Officer will ensure that all Accident Report Forms are filed electronically in the club's Dropbox area, which is accessible only to club officials and coaches (thus maintaining the confidentiality and safe-keeping of personal records).
9.	The Health and Safety Officer will review all Accident Reports prior to club Committee meetings and report any findings under a standing agenda item. This may include revision of club Risk Assessments.

* The following documents are filed in the club's Dropbox area under Health & Safety 2017 > Accident Reporting:

- A copy of the BTF Accident Form template: "2016 Accident Form FINAL"
- BTF guidance on its completion: "2016 Accident Form Guidance FINAL"
- A BTF example of a completed form: "2016 Accident Form Example FINAL"

Club coaches may access these documents directly. Others can request copies from the Club's Health & Safety Officer (Julie Gadsden).