

# Aberaeron Sports Club

## Guidance on use of Accident / Incident form

Please fill in an accident incident form to report accidents and injuries once any immediate action required has been taken. An accident book behind the bar should be completed according to the same principles.

Please also fill in a form if you observe a near miss or if you see something in the club that you feel may pose a risk e.g. a structural defect

Forms are available in the welfare file on the shelf in the hall.

Forms that have identifiable details of people who have had accidents or injuries should be given to the welfare officer and NOT left in the file. This is to protect confidentiality.

Forms that refer to hazards should be forwarded to ASC club secretary for inclusion on the committee agenda.

Hazards that pose an immediate threat should be reported to a committee member urgently.

Forms that record accidents and injuries and named near misses will be kept securely and confidentially as per the RIDDOR guidelines for 3 years for adults and up to the age of 21 for children.

Forms recording hazards will be kept until the hazard has been dealt with and the committee minutes reflect the date of the problem and the date of the resolution.

Safeguarding concerns should not be recorded on these forms. Please see the Safeguarding folder for advice.

### Definitions

accident:

an event that results in injury or ill health

incident:

1. near miss: an event that, while not causing harm, has the potential to cause injury or ill health.
2. a set of conditions or circumstances that have the potential to cause injury or ill health
3. hazards such as such as structural deficits