

Hale Lawn Tennis Club

Accident / Incident Reporting Policy & Procedure

Policy

It is the policy of Hale Lawn Tennis Club that any accident or incident however trivial the actual outcome, must be reported and investigated. Subsequent to the investigation, appropriate control measures shall be identified and implemented.

Procedure

This procedure covers the reporting and investigation of all accidents/incidents that relate to any activity undertaken at Hale Lawn Tennis club or work being carried out on behalf of the club. It covers accidents/incidents to staff, contractors, members and visitors.

Requirements and responsibilities

1. The President & committee have joint responsibility for ensuring the development, implementation and review of this procedure.
2. The President and committee are responsible for encouraging the reporting of accidents/incidents within all activities undertaken on the club's behalf.
3. It is the responsibility of the President to ensure arrangements are in place to have a competent person to provide guidance on the application of this procedure, and legislative and good practice requirements.
4. Employees and club members are required to report, without delay, any accident/incident with which they are involved in or observe and give direction to visitors on the reporting process.
5. All accidents & incidents must be documented in the Accident Book and brought to the attention of the club committee for investigation and action.
6. The Accident Book is kept in the clubhouse
7. Contractors and any person appointed to carry out work on behalf of the club will ensure that all accidents & incidents involving contractors are investigated and a full report fed back to the Club's President and Committee to agree actions and recommendations.
8. Copies of all investigations and reports are filed in the Health and Safety file and kept indefinitely.
9. Accidents/ incidents involving club members and visitors will be reported and investigated in the same way as accidents/incidents to employees using the Accident Book
10. Accidents/incidents that have, or could have, resulted in serious injury or loss, will be immediately reported to the President and committee who will convene a formal committee/board of enquiry. This will be chaired by the President or his nominated substitute and supported by any technical specialists as required, the nominated competent person for health and safety advice, plus any other specialists as required.
11. The President will act as the appointed person responsible for ensuring that any notifiable accidents are reported in the required manner (see Appendix 1) to the Enforcing Authority. In his absence, notifiable accidents will be reported by the Club Secretary.
12. The President and Committee will monitor the outcome of each investigation. They will, at least quarterly, review the overall accident performance and provide a report annually for members to review.

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13. In preparing this report they will:
 - Include an evaluation of the quality and accuracy of information contained in completed accident /incident reports in order to make recommendations for improvement.
 - Estimate the time taken and costs involved as a direct result of the accident and the investigation process.
14. Training should be considered for any individual or group who will be involved in accident and incident investigation.
15. Wherever possible, photographs are to be taken of the accident /incident either to provide or preserve evidence and help act as a record.
16. The President, supported by the health and safety person and all other members and staff, are responsible for providing the Enforcing Authority with any required additional information concerning any reported accident.
17. Accident/incident reports and remedial action logs will be kept for an indefinite period to:
 - Review the effectiveness of this procedure;
 - Analyse accident/incident records to provide data to facilitate the continuing development of the clubs health and safety management system.

Definitions

Competency: This is the ability to perform a task and meet occupationally recognised good practice standards. It is based on the consistent application of underpinning technical knowledge, skill and attitude.

"The ability to perform activities to the standard expected in employment"

"A person shall be regarded as competent... where he has sufficient training and experience or knowledge and other qualities to enable him properly... to do the task in question"

An accident: Any unplanned or uncontrolled event that has resulted in injury or loss to persons (including ill-health), damage to plant and or equipment.

An Incident or near miss: An unplanned or uncontrolled event which has the potential to cause injury or loss to persons (including ill health), damage to plant and or equipment.

Certain incidents are clearly defined in 'The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations' (**RIDDOR**) which **must** be reported to the HSE. These include:

- Deaths and injuries caused by workplace accidents
- Occupational diseases
- Carcinogens, mutagens and biological agents
- Dangerous occurrences
- Gas incidents

Further information and how to make a RIDDOR report:

www.hse.gov.uk

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Appendix 1

The Reporting of Accidents/Incidents and Dangerous Occurrences

1. The President or his deputy is responsible for reporting accidents specified in the 'Reporting of Injuries, Diseases and Dangerous Occurrences' Regulations to the enforcing authority.
2. Copies of reports are to be kept on file.
3. Note:
 - Fatal accidents, major injuries or dangerous occurrences must be notified immediately, plus a confirming written report on form F 2508 within 10 days of the accident. Note - an accident which results in death within one year of the event must be reported in the above manner even if the original event was notified to the Enforcing Authority
 - Specified diseases must be notified immediately, online or by a written report on form F2508A.
 - Incapacity for more than three days must be notified online or by a written report on form F 2508 within 10 days of the accident.

These forms are available at:

www.hse.gov.uk/forms