**INCIDENT / ACCIDENT REPORTING PROCEDURE & FORM (DRAFT)**

**THE ATHLETICS HUB**

This procedure describes the incident/accident reporting procedures for the Athletics Hub based at Whitemoss Athletic Stadium. It is the responsibility of both WAAC, EKAC & SLL&C to respond to any and all incidents / accidents in line with this procedure. The parties may also be required to report incidents / accidents in line with their own organisational procedures. Staff within the John Wright Sport Centre are first aid trained and should be contacted if necessary and in line with this procedure. A First Aid Box is located in the Hub Office.

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| Name of person reporting: |  |
| Name of person in charge of session/competition/event: |  |
| Site where incident/accident took place: |  |
| Date of incident/accident: |  |
| Time of incident/accident: |  |
| Name of person injured: |  |
| Address of person injured: |  |

**Nature of incident/accident and extent of injury including which area of the body was injured or what was the damage to the HUB/equipment/furniture.**

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

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**Describe what activity was taking place, eg training, getting changed, meeting etc*.***

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**Give full details of the action taken including any first aid treatment and the name(s) of the first aider(s) or action taken to address Hub damage:**

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**Were any of the following contacted:**

Police: Yes ❒ No ❒

Ambulance: Yes ❒ No ❒

Parent/guardian/carer: Yes ❒ No ❒

WAAC Trustees Yes ❒ No ❒

**What happened to the injured person following the incident/accident? (eg went home, went to hospital, carried on with session)**

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

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| **SIGNED:** | |
| **NAME:** | **DATE:** |

In the event of accident occurring through insufficient training or faulty equipment / facilities follow up action to include completion of Risk Assessment Form.

All Incidents / Accidents reports **MUST** be forwarded to the WAAC Board of Trustees via the club secretary at: [secretary@whitemossaac.co.uk](mailto:secretary@whitemossaac.co.uk)