

BARTON & DISTRICT



Athletics Club

Founded 1951

BADAC23 - Accident Reporting Procedure

Introduction

Barton & District Athletics Club (BADAC) Coaches and Run Leaders are required to report any accidents / incidents that take place during Club Training or Club Events. These can occur at Baysgarth School (Thursday Club Night), Costello Stadium (Tuesday Training Nights) or other training event / location for the Juniors / Youths. Road Runners train at various times / days and different routes / locations throughout the week. This Procedure links to **BADAC04 – Risk Assessment Policy for Club Road Running**.

BADAC previously had a hard copy Accident Book but have now implemented an online Google Document. This is to make it easier for Coaches and Run Leaders to report an accident via their phone, tablet or computer.

Reporting an Accident

The Coach or Run Leader is to access the online **Accident Record** using the following web link **within 24 hours** of the accident occurring:

<https://forms.gle/Uce1SiZB9StQ6fMy7>

Once the link is pressed a new Accident Record will automatically open ready for the details to be added.

The following items must then be completed correctly for each accident.

Accident Form:

- Email Address (**your email address**)
- First Name of the **person injured**
- Last Name of the **person injured**
- Section – Select relevant Junior / Youth / Running Group information
- Your Name (i.e. the person completing the form)
- Who was the Coach or Run Leader?
- Date of the accident
- Time of the accident
- Location of the accident
- What happened? (Give the cause if you can)
- What Injury did the person suffer (i.e. grazed knees, injured wrist)

Version 2

Date Created: 23rd August 2022

Date of Last Review: 19th July 2025

Date of Next Review: 19th July 2027

- Was First Aid given?
- Did the person require additional First Aid (i.e. visit to Doctors / Hospital?)
- Additional Comments – Any other comments that are relevant to the above.

The Coach / Run Leader is to review the information added to check that it is correct. If not, they should make changes where required. Once happy with the information they should press the **Submit** button to confirm your Record.

A copy of the completed Accident Record is emailed to the Coach or Run Leader who completed the Accident Record for their information. Upon reading the email, the Coach or Run Leader, can change or update any missing information from the Accident Record using the link at the top of the email. **It is, however, preferred that all information is added correctly at the time when the Record was created by the Coach / Run Leader.**

Serious Accidents / Incidents

In cases of serious accidents / incidents the email should immediately be forwarded to the following BADAC Committee Members.

- Club Secretary – Louise Hindmarsh – louisehindmarsh@gmail.com
- Club Chairman – Mark Nettleton - alisonnettleton@btinternet.com
- Club Membership Secretary – Martin Manchester - membership.badac@gmail.com

The above Committee Members should review / action this information within 24 hours and report back to the full BADAC Committee / relevant parties with next steps.

Completed Accident Forms

The Club Secretary and the Membership Secretary have access to see all Accident Reports and can view a Report in the system by individuals, accidents and month.

Assessment of Accident Reports

During the monthly BADAC Committee Meetings any accidents are reviewed via the specific recurring Agenda item '**Accident Form Review**'. Prior to the meeting the Club Secretary will review that month's accidents to bring for discussion in the Committee Meeting.

This is required for the following reasons:

- To ensure a hazard is identified correctly and any trends are identified, i.e. an unsafe route where a number of athletes have tripped over.
- For legal reasons if the injured party opts to report the Club or Run Leader for damages regarding the injuries sustained.
- If the injured party has long term or subsequent health problems that are a result of the accident.

It is the responsibility of the **Club Secretary** to record the discussions/agreements in the Committee Minutes. The **Club Secretary** is also to communicate to the Coaches / Run Leaders any corrective actions that are required to take place to prevent further occurrence of the accidents.