



Accident & Incident Reporting Policy (2025–2026)

1. PURPOSE

This policy outlines how BLTSRC prevents, responds to, records and reports accidents and incidents involving children, adults at risk, members, staff and visitors. It ensures timely, professional, and legally compliant handling of accidents and incidents.

2. SCOPE

Applies to:

- All Club activities on-site and off-site
- Coaching sessions and private lessons
- Matches, tournaments and events
- Public areas including walkways and car parks

Covers:

- Minor injuries
- Significant injuries
- Medical emergencies
- Illness and collapse
- Near misses
- Dangerous occurrences
- Safeguarding-related injuries

3. DEFINITIONS

Accident: Unintended event resulting in injury.

Incident: Event that caused or could have caused harm.

Near Miss: Event with potential for injury but none occurred.



RIDDOR Event: Incident legally reportable to the HSE.

First Aider: Trained individual authorised to administer first aid.

4. PRINCIPLES

- Safety and welfare are paramount.
- All accidents must be responded to promptly.
- All incidents must be recorded and escalated appropriately.
- Parents must be notified of junior injuries.
- Staff act within their competence.
- Accidents are learning opportunities for prevention.

5. PREVENTION MEASURES

BLTSRC will:

- Maintain safe courts, equipment and walkways
- Conduct regular risk assessments
- Provide safety signage
- Ensure adequate first aid provision
- Review accident trends

Coaches must:

- Inspect courts before sessions
- Remove hazards immediately
- Manage group sizes appropriately

6. IMMEDIATE RESPONSE TO AN ACCIDENT

Step 1: Ensure safety and stop activity.

Step 2: Provide first aid within training limits.



Step 3: Call 999 for serious injuries including:

- Head injuries with symptoms
- Loss of consciousness
- Suspected fractures or spinal injuries
- Severe bleeding
- Breathing difficulties

Step 4: Consider safeguarding concerns such as bullying or concerning adult behaviour.

Step 5: Inform parents/carers promptly for junior injuries.

7. RECORDING AN ACCIDENT

Record using the BLTSRC Accident & Incident Form:

- Date, time, location
- Individuals involved
- Activity taking place
- Description of incident
- Witness details
- First aid administered
- Outcome and recommendations

Submit to the CWO within 24 hours.

8. RIDDOR REPORTING

The Health & Safety Officer or Club Manager must report:

- Fractures
- Loss of consciousness
- Hospital treatment



- Dangerous equipment failures
- Significant near misses

Report immediately for dangerous occurrences, or within 10 days for major injuries.

9. FOLLOW-UP ACTIONS

The Club will:

- Review witness accounts
- Identify contributing factors
- Update risk assessments
- Implement safety improvements
- Consult external agencies where appropriate

Serious incidents reviewed by:

- CWO
- Committee
- Coaching team
- Statutory agencies if required

10. SAFEGUARDING-LINKED INJURIES

Notify the CWO immediately if injury may relate to:

- Bullying
- Neglect
- Rough play with intent
- Concerning adult conduct
- Domestic abuse indicators



Safeguarding procedures must then be followed.

11. ILLNESS & MEDICAL CONDITIONS

Coaches must be aware of relevant medical needs including:

- Asthma
- Epilepsy
- Diabetes
- Allergies

Parents must provide updated medical information and emergency medication.

Any use of medication must be recorded.

12. COMMUNICATION WITH PARENTS

Parents must be informed:

- Immediately for serious injuries
- At pickup for minor incidents
- If medical treatment is recommended

Communication must be factual, timely and confidential.

13. STORAGE OF RECORDS

Accident and incident records must be stored:

- Securely
- Confidentially
- For at least 6 years



Digital records must have restricted access.

14. TRAINING REQUIREMENTS

The Club will ensure:

- Adequate first aiders onsite
- Annual first aid refreshers for coaches
- Staff understand reporting procedures
- CWO trained in safeguarding injury indicators

15. REVIEW & MONITORING

The policy will be:

- Reviewed annually
- Updated after significant incidents
- Evaluated through trend analysis

Next Review: September 2026

APPENDICES

A – Accident & Incident Report Form

B – RIDDOR Quick Guide

C – Parent Notification Script

D – Responsibility Flowchart

E – Medical Emergency Action Plan Template

Version Control

Policy Owner: Club Welfare Officer

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BLTSRC Accident & Incident Reporting Policy 2025–2026



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