



Hope Sports Club

www.hopesportsclub.co.uk

Chairman	Joanna Glossop, 14 Marsh Avenue, Hope, Hope Valley, S33 6RJ Tel: 07812 077360 E: chair@hopesportsclub.co.uk
Treasurer	Nick Faulks, Ashcroft, Lose Hill Lane, Hope, Hope Valley S33 6AF Tel: 01433 620726 E: treasurer@hopesportsclub.co.uk
Bookings	Michael Moorhouse. Half Acre, Castleton Road, Hope, Hope Valley S33 6RD Tel: 07977 542404 E: bookings@hopesportsclub.co.uk

Accident Reporting Policy

Policy brief & purpose

Our **accident reporting company policy** is designed to outline the purpose and procedure for reporting any on-the-job accidents. Hope Sports Club is committed to enforce all [health and safety guidelines](#) to avoid such occurrences and expects members to comply. However, accidents are sometimes inevitable. Our provision in this case is to ensure all accidents are reported timely so they can be investigated properly and preventative measures can be reviewed and reinforced.

Scope

This accident report policy affects all members, users and independent contractors.

Policy elements

On-the-job accidents that must be reported include any incidents that may cause minor or severe injuries or incidents that are results of negligence or inadequate safety precautions. The victims may be members who were injured while performing their duties or other people that were on the premises or vehicles.

Accidents must be reported as soon as possible to expedite investigation and increase likelihood of important findings. The sooner the cause or details of the accident are identified, the sooner the club can establish preventative measures for the future.

What should be reported under the Accident Reporting Policy?

The Sports Club encourages members to report all accidents no matter how minor. Accidents that involve very minor injuries like small cuts, non-extensive bruises etc. and would not normally require any action on behalf of the Club (e.g. the breaking of a drinking glass) do not have to be reported (although members could report them if they want). On the other hand, accidents that involve (or could have involved) more severe injuries and require investigation and action from the Club must be dutifully reported. Members are obliged to report any of the following:

- Fatalities
- Damage to the head, skull and face
- Damage to any of the senses (e.g. partial or complete loss of hearing, sight etc.)



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- Incapacitation or dislocation of limbs that hinder functionality and movement (including paralysis and amputation)
- Damage to the skin (e.g. extensive burns, bruises or cuts)
- Blows or injuries to the spine, back and ribs
- Harm to the nervous system or loss of consciousness through electrocution, hypothermia etc.
- Poisoning
- Contamination from hazardous substances or transmission of diseases
- Any other injury that requires hospitalization or medical care

Especially when a person needs medical coverage, the accident must be reported immediately since insurance benefits may have to be approved after the investigation.

Members are also required to report occurrences that may not have involved injuries or victims but could be potentially dangerous in that respect if repeated. These include but are not limited to:

- Explosions
- Slippery surfaces
- Water or gas leaks
- Inadequate insulation of circuits
- Collapses of walls, ceilings etc.
- Breaking of window glasses or frames

Procedure

When a member witnesses or is involved in an incident they must report it to a member of the management committee, preferably the Chair or Secretary, (personally, in writing or by phone if the accident occurred remotely) or through an online system if applicable, within one week.

If the member anticipates an accident due to perceived negligence or inadequate safety, they must notify a member of the management committee, preferably the Chair or Secretary, as soon as possible so the accident can be prevented.

Depending on the incident, official forms may have to be completed and submitted.

The accident and any sustained injuries must be recorded to an accident database or file.

The officials responsible must initiate an investigation or request an investigation from authorities if appropriate.



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The member who reported the accident has to cooperate if called in for questioning to provide details needed. As a general rule, the member must provide information in the incident report as accurately as possible on the following:

- The place of the accident
- The date and time of the accident
- The people involved or injured (including address and contact number[s])
- Their position or involvement in the accident
- Their actions immediately after the accident

Disciplinary Consequences

The Sports Club places great importance in this policy. All members are obliged to comply. Any member that is discovered to have been aware of a serious accident and failed to report it will potentially face expulsion from the club. When members are the cause of an accident they must report it immediately to minimize legal repercussions.

A first aid kit and accident reporting forms are located in the cupboard by the sink in the kitchen off the main room of the pavilion.

The Chair can be contacted at chair@hopesportsclub.co.uk

The Secretary can be contacted at secretary@hopesportsclub.co.uk

Approved at the management committee meeting 16th March 2020