

Incident & Emergency Policy

INCIDENT REPORTING PROCEDURE FOR ALL MEMBERS OF THETFORD ATHLETIC CLUB (TAC)

This procedure is to ensure continued 'duty of care' for members during an accident or incident and to ensure compliance with reporting records being properly maintained.

The four main areas covered are:

1. An accident during club training hours at Thetford Academy
2. An accident in a public space during club training hours
3. An accident at a TAC organised event

All accidents and incidents reported to the club will be recorded and kept on permanent record. Members are responsible for their own safety when training outside of club training hours. At events being run by other organisations where an accident occurs, members should contact the event organisers directly and as soon as possible.

AN ACCIDENT DURING CLUB TRAINING HOURS AT THETFORD ACADEMY

On becoming aware of a serious injury:

- Contact the Duty Manager at the reception desk
- Thetford Academy staff will complete their own appropriate paperwork
- The TAC member who reported the incident will also be required to email details of the incident to thetfordac@gmail.co.uk and to complete the UK Athletics online accident reporting form - <https://www.uka.org.uk/governance/health-safety/online-accidentincident-report-form/>
- If the injury is caused by equipment please record all details in the email to thetfordac@gmail.co.uk and nominate someone to photo the equipment and record any comments relevant to the incident

AN ACCIDENT IN A PUBLIC SPACE DURING CLUB TRAINING HOURS

- Dial 999 for ambulance if required
- The TAC member who reported the incident will also be required to email details of the thetfordac@gmail.co.uk and to complete the UK Athletics online accident reporting form - <https://www.uka.org.uk/governance/health-safety/online-accidentincident-report-form/>
- If injury is caused by equipment, please record all details in the email to thetfordac@gmail.co.uk and nominate someone to photo the equipment and record any comments relevant to the incident

AN ACCIDENT AT A TAC ORGANISED EVENT

- On becoming aware of a serious injury:
- Contact the nominated TAC club officer responsible for the event (e.g. meeting manager, race director, social secretary)
- The TAC member who reported the incident will also be required to email details of the incident to thetfordac@gmail.com
- If injury is caused by equipment please record all details in the email to thetfordac@gmail.com and nominate someone to photo the equipment and record any comments relevant to the incident.