



## Annex ii: Dealing with Emergencies, Accidents and Incidents

### 1. Immediate Action

- Stay calm; ensure there is no danger of further injuries. Do not leave the injured member alone.
- Calm the injured person and listen to what they are saying. Try to ascertain the extent of the injuries. Call the emergency services if you consider this to be necessary. If in doubt err on the side of caution
- Do not move someone with major injuries, cover them to keep them warm and wait for the emergency services.

### 2. Secondary Action

- If at the Athletics Track:
  - Alert the Track First Aider who should take appropriate action for minor injuries;
  - If necessary call the emergency services on 999;
  - Deal with the remainder of the group and ensure that they are adequately supervised.
- If on training run, road or footpaths:
  - Assess the situation if the injured member cannot make it back to the Club;
  - Ensure someone is with the injured person at all times;
  - Either call or send somebody back to call the emergency services 999.

### 3. Reporting Action

- **If the emergency services have taken control they will be responsible for making contact with the injured person's next of kin.**
- If emergency services not involved if necessary telephone the injured persons listed named contact. For juniors at the track, the senior coach present will have access to emergency contact phone numbers. For senior members emergency contact phone numbers are available at the clubhouse and are accessible by all members of the committee.
- Complete the approved accident / incident report form.

#### **4. Accident and Incident Report Form**

- In the event of a reportable accident or incident this form shall be completed and submitted to UKA within seven days of the accident, a copy should be passed to the Committee for the club records.  
On receipt of this form UKA shall immediately copy it to the relevant National Association/territory.
- A reportable accident is one in which a person suffers an injury as a result of which that person requires or is likely to require medical treatment.
- A reportable incident is one which in different circumstances might have led to a reportable accident.
- The completed form shall be sent to:  
Health and Safety Department,  
UK Athletics,  
Athletics House,  
Blythe Valley Park,  
Solihull,  
B90 8AJ.

#### **5. Accident / Incident Form**

- Accident / Incident Form: UKA/RF/2/2009.
- Accident Form Online:

<http://www.britishathletics.org.uk/governance/health-safety/what-to-do-in-the-event-of-an-accident-or-dangerous-incident/online-accident-incident-report-form/>

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