



## **Protect your Club, Protect your Members, and Protect Yourself**

### **Incident Notification Reporting Guidelines**

**This information sheet tells you when you should report an incident/accident to Scottish Gymnastics.**

#### **Did you know that all clubs should have an accident report book?**

You should keep a record of all incidents/accidents whether major or minor in your accident book, the book should be kept within your club. However, it is important that all incidents that may give rise to a claim are reported to us as soon as possible after the event. This will enable Insurers to carry out investigations at an early stage whilst information relating to the claim remains fresh in the mind. This will also ensure that you are complying fully with your policy terms and conditions.

In order to achieve this, we would ask that you telephone **Lara Gregson at Scottish Gymnastics 0131 271 9736** immediately of any incident that involves:-

- a fatal accident
- an injury involving either referral to or actual hospital treatment
- any allegations of libel/slander
- any allegations of Professional Negligence i.e. arising out of tuition, coaching or advice given.
- any investigation under any child protection legislation
- any circumstance involving damage to third party property

An injury is defined as:-

- any head injury that requires medical treatment (Doctor or Hospital)
- any fracture other than to fingers, thumbs or toes.
- any amputation, dislocation of the shoulder, hip, knee or spine
- loss of sight (whether temporary or permanent).
- any injury resulting from electrical shock or burn, leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- any other injury leading to hypothermia, heat induced illness or to unconsciousness which requires resuscitation or admittance to hospital for more than 24 hours.
- loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.

Please note the above list is not exhaustive and if you are unsure as to whether an incident should be reported, then please do not hesitate to contact Lorna Whyte (Head of Ethics and Child Protection) at Scottish Gymnastics for further advice.

**We would remind you that in NO circumstances should you admit liability or agree to pay for any damage caused as this may prejudice the position of Insurers and COULD result in the withdrawal of any indemnity.**

**Please note that this is a liability policy where Insurers decide if negligence attaches to you. Therefore any payments you make to any third parties will not necessarily be reimbursed.**

## **Incident Recording Guidelines**

We would recommend that a designated person within your Club is made responsible to record any reportable accident. Records must be kept for at least 3 years. Names and addresses of any possible witnesses should also be recorded.

Current legislation does not specify the format of an accident register but the Accident Book obtainable from the Health & Safety Executive (Tel 01787 881165 or Fax 01787 313995) is frequently used.

The register must contain the following information relating to all reportable accidents or dangerous occurrences:

- date and time of accident
- as regards a person at work – full name; occupation; nature of injury; age
- as regards a person not at work – full name; status (e.g. customer); nature of injury; age
- place where accident occurred
- a brief description of the circumstances
- method by which the event was reported

**Attached:** is a template accident reporting form which may be used by clubs and should be completed in the event of an accident and in accordance with the procedures detailed below:

- Accident forms should be completed in full and immediately following the accident
- Accident forms should be sent marked Private and Confidential, to Scottish Gymnastics Ethics and Child Protection Department as soon as possible after the accident i.e. on a Monday morning after weekend training or in the event of an accident occurring during a week long camp; forms should be returned immediately and not held until the end of the week
- For trips away, forms should be sent back to Scottish Gymnastics immediately upon your return
- A copy of accident report forms should be kept for your own records

**Data Protection Act 1998:** All clubs registered with the SG should be complying with the Data Protection Act 1998 when storing, destroying and accessing records. For Guidance, refer to the SG Child Protection Policy (back page).

## **INCIDENT NOTIFICATION GUIDELINES**

Due to issues of confidentiality and the sensitivity of some child protection related incidents, it has been agreed that all incidents of this nature should be reported direct to **Scottish Gymnastics – Lorna Whyte –Ethics, Welfare and Conduct Manager**. Scottish Gymnastics will then supply our insurers with the required details of any incident that may give rise to a claim.

Please note that the above guidelines are in place in relation to insurance claims. In all cases of suspected abuse or bad practice Scottish Gymnastics guidelines on appropriate action which are contained in the SG Child Protection Policy and in the Code of Practice for Coaches and Officials should be followed.