

## Yealmpton Bowling Club Accident Reporting

In order to comply with the legal requirements under Social Security and Health & Safety legislation an Accident Book is located in the Clubhouse alongside the First Aid Box. This book complies with GDPR and replaces the previous book which has gone missing.

All injuries and accidents sustained at Yealmpton Bowling Club MUST be recorded in the Accident Book.

An example of a completed Accident Report Form can be found on the first page of the book and MUST NOT be removed. In the event that you need to report an injury/accident, please complete the Accident Report Form as soon as practicable, place it in a sealed envelope on the desk in the Clubhouse marked for the attention of the Safeguarding and Health & Safety Officer, Colin Burgess. Please alert Colin to its presence so that he can collect it as quickly as possible.

Instructions for completing the Accident Form are:

1. Fill in, in duplicate
  - a. the book number, which can be found on the front cover of the Accident Book
  - b. the page number, which will be sequential
  - c. the date the Form was completed
  - d. the name of the person to whom the completed Form was handed to (this will normally be the Safeguarding and Health & Safety Officer but may be any member of the Management Committee).
2. Complete the section '*details about the person who had the accident*'.
3. If the person who had the accident is not able to complete the Form, their representative must complete the section '*details about you, the person completing the form*'.
4. Complete the section '*about the accident*' giving as much detail as you deem necessary.
5. In order to comply with GDPR the person involved in the accident must tick the box and sign and date the form to indicate that they consent to their details being disclosed to the Club's Safeguarding and Health & Safety Officer. If you wish to remain anonymous do not tick, sign or date.
6. It is unlikely that any accident occurring at the Club will be reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)<sup>1</sup> therefore this section of the form should normally be left blank.

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<sup>1</sup>RIDDOR only requires you to report accidents if they happen 'out of or in connection with work'. The fact that there is an accident at work premises does not, in itself, mean that the accident is work-related – the work activity itself must contribute to the accident. An accident is 'work-related' if any of the following played a significant role: the way the work was carried out; any machinery, plant, substances or equipment used for the work; or the condition of the site or premises where the accident happened

7. The Safeguarding and Health & Safety Officer (Colin Burgess) will sign and date the final section of the Form on behalf of the Data Protection Officer (Club Secretary).
  
8. The completed Form will be passed to the Club's Safeguarding and Health & Safety Officer for safekeeping and will be destroyed in line with the Club's data retention policy.

Periodically, the Safeguarding and Health & Safety Officer will report details of accidents to the Management Committee. If the box described at point 5 above has not been ticked, the information will be anonymised prior to reporting.

Data collected from the Accident Report Form will only be used for improving site safety.