

Procedure for Managing and Recording Accidents

PROCESS FOR MANAGING ACCIDENTS

1. The recording of accidents is the responsibility of all club personnel but particularly those in charge of club members. This typically includes coaches, managers, Junior Coordinator, team captains and/or Head Coaches.
2. Appoint a person to be in charge of recording accidents. This person's details should be shared with all club members who may potentially record accidents.
3. At the end of each season or year end the Accident Report Forms should be reviewed to see:
 - a. Is there a pattern or a high number of similar accidents occurring?
 - b. Is it possible to make changes to reduce the number of accidents?
4. A brief report should then be sent to the Club Committee with a view to any changes in policy to be implemented.

PROCEDURE FOR RECORDING ACCIDENTS

1. The person responsible for monitoring accidents for Bray Hockey Club is as follows:

NAME: Club Secretary

EMAIL: bray.hockey@gmail.com , with subject line "Accident Report"
2. All accidents must be recorded regardless of the severity of an accident
3. When an accident occurs, the person in charge who was present at the time of the accident is required to complete an Accident Report Form.
4. The completed Accident Report Form must then be returned to the club (see person responsible above).
5. Any follow up actions must also be communicated to the club (see person responsible above).
6. All Accident Report Forms must be kept in a secure location.
7. If the accident involves a child, the parent of the child must be contacted or spoken to preferably as soon as possible after the accident has occurred.
8. The Club Children's Officer or Designated Person must be contacted if there is a concern related to a child or vulnerable adult.
9. Implement any actions that will prevent a re-occurrence and report that action to the Club Committee if deemed necessary.
10. Maintain records in a secure location for 5 years.