

## Standard 7: Health and Safety

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# BLYTH RUNNING CLUB

## Incident Reporting Procedure (Revised 2026)

### 1. Purpose of This Procedure

This procedure ensures that all incidents, accidents, near-misses, safety concerns and safeguarding issues are:

- Reported promptly
- Recorded accurately
- Investigated appropriately
- Reviewed to prevent recurrence

It applies to all Club activities, including training sessions, events, competitions and social activities. Safeguarding concerns must be handled in accordance with the Child Protection & Safeguarding Policy.

### 2. What Should Be Reported

#### 2.1 Accidents and Injuries

- Any injury requiring first aid
- Any injury requiring medical treatment
- Any incident involving emergency services
- Any injury to a junior athlete

#### 2.2 Near-Misses

Events that could have caused harm but did not. These are essential for prevention.

#### 2.3 Safeguarding Concerns

- Concerns about a child or vulnerable adult
- Concerns about the behaviour of a coach, run leader, volunteer, committee member, parent/carer or member
- Any disclosure made by a child
- Any breach of safeguarding procedures

#### 2.4 Health & Safety Hazards

- Unsafe routes or conditions
- Traffic risks
- Poor lighting

- Aggressive dogs or members of the public
- Faulty equipment

## **2.5 Behavioural Issues**

- Bullying
- Harassment
- Discrimination
- Serious misconduct

## **2.6 Solo-Led Sessions**

- A training session delivered by a single Run Leader or Coach should be logged only when it creates a safety concern, such as:
  - Large group size
  - High-risk route
  - Adverse weather or visibility
  - No other trained support available
- Solo-led sessions that are planned, low-risk, or safely managed do not require incident reporting.
- This section is intended to support Run Leaders, not penalise them. The club ensures athletes are never left alone by planning for leaders who regularly attend sessions.

## **2.7 Retrospective Logging**

- Retrospective incident reports may be submitted if:
  - A pattern emerges that may affect safety
  - A Run Leader identifies repeated operational pressure
  - The Committee or Health & Safety Officer requests a review
- Retrospective logging is encouraged where it helps identify trends or supports safer planning.

## **2.8 Frequency of Solo-Led Sessions**

- There is no fixed threshold for how many solo-led sessions trigger review.
- The Health & Safety Officer will monitor patterns and raise concerns if:
  - Safety is compromised
  - A Run Leader is repeatedly left unsupported
  - Risk assessments require updating
- The purpose is supportive oversight, not disciplinary action.

## **3. Who to Report To**

### **3.1 Safeguarding Concerns**

Report immediately to a Welfare Officer. All members must take early, appropriate action in line with the Club's Child Protection Policy before escalation where necessary.

### **3.2 All Other Incidents**

Report to:

- The Coach/Run Leader present
- A Committee Member
- The Health & Safety Officer (Claire Mason)
- If in doubt, report it.

## **4. Immediate Actions at the Scene**

### **4.1 Ensure Safety**

- Stop the activity if necessary
- Move the group to a safe location
- Call emergency services if required

### **4.2 Provide First Aid**

- Only within your level of training
- Do not exceed your competence

### **4.3 Preserve Information**

- Note what happened
- Identify witnesses
- Take photos of hazards if safe to do so

## **5. How to Report an Incident**

### **5.1 Step 1 – Notify the Appropriate Person**

As soon as possible, notify:

- Welfare Officer (safeguarding)
- Coach/Run Leader (injury or near-miss)
- Committee Member (general incident)
- Health & Safety Officer (safety-related issues)

### **5.2 Step 2 – Complete an Incident Report Form**

The report should include:

- Date, time and location
- Names of those involved
- Description of the incident
- Injuries sustained

- Actions taken
- Witness names
- Whether emergency services were involved
- Any safeguarding concerns

### **5.3 Step 3 – Submit the Form**

Submit the completed form to:

- Welfare Officer – if the incident involves safeguarding
- Health & Safety Officer / Committee – for all other incidents

A single form is used for all incidents; it will be routed appropriately.

## **6. How Incidents Are Reviewed**

### **6.1 Safeguarding Incidents**

Handled by the Welfare Officer(s) in line with:

- UKA Safeguarding Procedures
- Club Safeguarding Policy
- **Local Authority Designated Officer (LADO)** referral requirements

### **6.2 Health & Safety Incidents**

Reviewed monthly by the Committee, led by the Health & Safety Officer, to:

- Identify causes
- Assess risk
- Implement corrective actions
- Update risk assessments

### **6.3 Serious Incidents**

May require:

- EA notification
- UKA notification
- LADO referral
- Police involvement
- Review of Club policies

## **7. Confidentiality**

All incident reports are handled confidentially and stored securely in line with the Club's GDPR/Privacy Policy.

Information is shared only with:

- Welfare Officers
- Committee (where appropriate)
- Emergency services
- England Athletics (if required)
- LADO (if required)

## **8. Record Keeping**

The Club will retain:

- Incident reports for 7 years
- Safeguarding records until the individual turns 25
- Risk assessment updates linked to incidents

Records will be reviewed annually to identify trends.

## **9. Review of Procedure**

This procedure will be reviewed:

- Annually
- After any serious incident
- When EA or UKA guidance changes