

Idsall Gymnastics.

Version	Summary of Changes	Date
1	Agreed by coaching staff and welfare officers	15 Apr 17
2	Table added to document to highlight changes and published to web site.	15 Apr 17

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Accident, Near-Miss, Incident & Ill-Health Reporting and Accident Investigation Safety Statement.

Introduction.

Idsall Gymnastics Club (IGC) has a clear commitment to the Health Safety and Welfare of all coaches, gymnasts and others, ensuring and providing a safe environment and responding appropriately to any event. This safety statement should be read in conjunction with the first aid safety statement.

An **Accident** is an unplanned event that results in personnel injury or ill health.

An **Incident** includes:

near miss: an event not causing harm, but has the potential to cause injury or ill health (in this guidance, the term near miss will include dangerous occurrences)

undesired circumstance: a set of conditions or circumstances that have the potential to cause injury or ill health.

A **dangerous occurrence:** one of a number of specific, reportable adverse events, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Reporting.

It is our policy to ensure that all coaches and others (gymnasts, visitors etc.) should report all personal injury accidents, incidents or dangerous occurrences that take place in our premises to the senior coach of the session. We require all accidents and incidents to be reported, and documented in the club accident/incident folder, and if required, evidence to be gathered in accordance with the guidance and timescales contained in the RIDDOR 2013 regulations. Notes have been added in Appendix 2 that are referenced from these regulations but they are not meant to override the RIDDOR 2013 regulations. Further information can be found at <http://www.hse.gov.uk/riddor/>. Also see appendix 1 below for additional information from BG.

Idsall Gymnastics Club shall ensure that:

- Nominated personnel (Coaches) are made responsible for recording and reporting hazards, potential hazards, accidents and incidents and are suitably trained in first aid.
- Suitable arrangements and procedures are put in place to facilitate any subsequent incident investigation.
- Personnel are actively encouraged to report near misses through the incident/accident reporting form held in the accident/incident reporting folder.
- Hazards are properly recorded and analysed and any corrective and preventive measures implemented as quickly as possible. This is achieved through the clubs Risk assessment Safety Statement.
- Any accidents where Hospital attendance is required, will be reported to British Gymnastics. **For further details and recommendations from British Gymnastics refer to appendix 1.**

Accident investigation.

As one of the measures that we have adopted to maximise the effectiveness of our health and safety management our accident investigation procedure will try to identify why the risk control measures failed and what improvements or additional safety controls might be needed to avoid similar incidents. This will be undertaken in consultation with British Gymnastics and their current guidelines.

Whenever necessary Idsall Gymnastics Club will also seek advice and support from Agility UK (Training and Consultancy) Ltd, the organisation engaged by British Gymnastics to provide health and safety management advice to gymnastics clubs

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To this end IGC shall ensure that:

- Anyone conducting an accident investigation is competent to undertake the work and provide a properly documented report.
- Suitable arrangements are put in place to enable the development and implementation of the investigation.
- Any significant findings from an accident investigation are communicated to the Head Coach.

Evidence.

Following any incident ensure that any evidence is collected and documented for use in an investigation, for instance:

- Details of any witnesses, including statements contact details etc.
- Photographs of the accident scene, any injuries and any equipment.
- Diagrams, including measurements, of the accident area.
- Details of any injuries and medical treatment.

Review.

This safety statement will be reviewed annually and checked for any amendments to current regulations and BG policy. Additional guidance may be sought from Agility UK (Training and Consultancy) Ltd, the organisation engaged by British Gymnastics to provide health and safety management advice to gymnastics clubs

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Appendix 1

Within this appendix is advice drawn from BG as when to report accidents.

What accidents need to be reported to British Gymnastics?

Following the introduction of the British Gymnastics Health & Safety Management System, we have noticed a marked increase in the number of accidents being reported to British Gymnastics.

Although we require clubs to report all accidents where first aid has been provided, we can provide the following clarification:

- Minor or repetitive injuries that arise out of doing gymnastics are not accidents and unless they result in a hospital visit, they do not need to be reported to British Gymnastics even if first aid is administered e.g. strained muscles where ice is administered.
- Although clubs should keep a record* when a plaster is administered, it is not necessary to report such minor injuries to British Gymnastics unless there is a reasonable belief that the circumstances of the injury could give rise to a claim.

N.B.

*Clubs need to maintain a record e.g. in an accident book. These records must be kept for a **minimum of three years (or three years after the injured person reaches 18 if they are a child)**.

Do we need to report an injury sustained by a gymnast under RIDDOR?

The majority of injuries to gymnasts would ordinarily not be reportable under RIDDOR. It is accepted that during the participation of organised sport, there is a risk that sporting injuries may occur that are not connected with how clubs manage the risks from the related activities.

The acid test for when accidents and/or injuries become reportable is whether the accident was caused by the condition, design, or maintenance of the premises or equipment, or because of inadequate arrangements for supervision of an activity.

Examples of RIDDOR reportable and non-reportable accidents:

Reportable.

- The condition of the premises or sports equipment was a factor in the incident, e.g. a gymnast falls, and fractures an arm because a member of staff has assembled the equipment incorrectly; or
- There was inadequate supervision to prevent an incident, or failings in the organisation and management of an event, e.g. a gymnast was instructed by a coach to attempt a new routine they had never attempted before. Whilst attempting this routine alone the gymnast fell and injured themselves as no suitable supervision was in place to assist the gymnast.

Non-reportable

- A gymnast breaks an ankle after landing awkwardly from a pommel horse performing a routine they have conducted many times before. Supervision was in place and all equipment set up correctly with maintenance records and checks in place. Unfortunately, a sporting injury.

For the avoidance of doubt, it is recommended that if any club is unsure whether an injury should be reported they should contact our health & safety advice service (see GymNET for contact details) for further assistance. Further information and forms can also be found in the Health & Safety Management System.

Additional information on RIDDOR is available on the HSE website at <http://www.hse.gov.uk/riddor>

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Appendix 2

The following information is a summary of the responsibilities and the main reportable injuries. Full details can be found in the HSE's 'A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995'.

IGC will seek the advice of BG to ensure it is conforming to current legislation and guidelines.

Notes on Instances reportable under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

Fatality:

If there is an accident connected with work and your employee, or self-employed person working on the premises, or a member of the public is killed you must notify the enforcing authority without delay.

How to make a report:

To make a report, go to www.hse.gov.uk/riddor. A telephone service can be used to report fatal and specified injuries only – call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Lost days:

You must report work-related injuries where a worker has been incapacitated for more than seven consecutive days. You must still keep a record of the accident if the worker has been incapacitated for more than three consecutive days. The deadline by which an over-seven-day injury must be reported is fifteen days after the accident.

Reportable specified injuries:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

Signature:	<i>KHulme</i> . Original signed	Date:	15 Apr 18	Review date.
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