



INCIDENT REPORTING GUIDANCE

INTRODUCTION

BRJ Run & Tri have adopted UKA guidelines for Health and Safety and is committed to providing a safe environment for all club members. Risk assessment and management is undertaken for club events, and is a requirement for obtaining race permits. The club promotes best practice. The process for incident reporting identifies incidents that have occurred during club sessions, and uses the learning from these to improve practice.

DEFINITIONS

A **hazard** is something with the potential to cause harm to an individual. This can be an **object**, for example cars when road running, an **activity**, for example running, swimming, cycling, and a **substance**, for example water, ice.

Risk expresses the likelihood that the harm from a potential hazard is realised. The principles of risk assessment are;

- Identify the hazard
- Identify those who might be harmed and how.
- Evaluate the risk (low, medium or high) and decide if there are existing precautions to mitigate the risk, and if these are adequate or more are required.
- Record the findings.
- Review the assessment, at specified intervals and revise if necessary.

The responsibility for ensuring safety in sport rests with everyone concerned, athletes, coaches, facility providers, event organisers and spectators all have a duty of care to ensure that their actions do not affect the health, welfare and safety of themselves and others.

INCIDENT REPORTING

Incidents that occur during BRJ Run and Tri events should be reported using the incident reporting form on the website. Incidents may include;

- Personal injury to anyone (including spectators)
- Near miss with the potential to cause serious injury
- Property damage
- Dangerous occurrence
- Ill health and sickness

The form should be completed by the group leader, coach, person leading the session, or a person nominated by them. The form should be sent to the Welfare Officer as soon as possible. The Welfare Officer will review the incident to identify any further actions. The Welfare Officer will maintain a record of incidents and identify any trends to report to the BRJ Run & Tri Committee. Serious Incidents will be reported to UKA.