

Out East Fencing Club

Incident & Accident Reporting Procedure

Document status: Club procedure

Approved by: Board of Directors

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1. Purpose

1.1. This procedure sets out how Out East Fencing Club (the **Club**) responds to, records and reviews accidents, injuries, incidents, hazards and near misses arising from Club activities.

1.2. The purpose of reporting is to:

- ensure that people receive appropriate assistance;
- ensure significant incidents are dealt with promptly;
- identify hazards and unsafe practices;
- provide an accurate record of what occurred;
- identify whether further action is required; and
- improve the Club's health and safety arrangements.

1.3. Reporting an incident is not, in itself, an indication that someone was at fault.

2. Scope

2.1. This procedure applies to incidents arising during or in connection with Club activities, including:

- regular club sessions;
- beginner courses;
- taster sessions;

- youth activities;
- private lessons;
- competitions and events;
- use of Club equipment;
- use of third-party equipment;
- Club-organised travel or activities, where applicable; and
- other activities undertaken on behalf of or under the supervision of the Club.

2.2. It applies to incidents involving:

- members;
- children and young people;
- coaches;
- volunteers;
- Directors;
- parents and guardians;
- visitors;
- contractors; and
- members of the public affected by Club activities.

3. What Should Be Reported

3.1. The following should normally be reported to an appropriate Club representative:

- accidents resulting in injury;
- illness occurring during a Club activity where Club intervention was required;
- significant equipment failures;
- damaged or unsafe equipment;
- significant hazards;
- dangerous occurrences;
- near misses;
- unsafe venue conditions;
- incidents requiring first aid;
- incidents requiring medical assistance;
- incidents requiring an activity to be stopped or significantly changed; and
- other circumstances where someone could reasonably have been harmed.

3.2. Minor events that present no meaningful safety concern do not necessarily require a formal written report, although coaches should use their judgement.

3.3. When in doubt, the Club should generally favour recording an incident rather than failing to record it.

4. Immediate Response

4.1. The immediate priority following an accident or incident is the safety and wellbeing of those involved.

4.2. The person supervising the activity should, as appropriate:

- stop the relevant activity;
- make the immediate area safe;
- provide or arrange appropriate first aid;
- seek assistance from the venue;
- contact emergency services where necessary;
- ensure that an injured person is not left without appropriate support;
- arrange appropriate supervision of other participants; and
- preserve relevant information where this may be important to understanding what happened.

4.3. No Club reporting requirement should delay appropriate medical or emergency assistance.

4.4. Where someone is in immediate danger or requires emergency assistance, **999 should be called.**

5. Serious Injuries and Emergencies

5.1. Emergency services should be contacted where reasonably necessary, including where there is:

- a serious injury;
- loss of consciousness;
- suspected serious head, neck or spinal injury;
- significant bleeding;
- difficulty breathing;
- suspected serious fracture or other significant injury;
- another medical emergency; or

- an immediate threat to someone's safety.

5.2. The person supervising the activity should follow the venue's emergency arrangements where applicable.

5.3. Following a serious incident, the relevant Club representative should notify the Board as soon as reasonably practicable.

5.4. Where appropriate, the Club should ensure that relevant participants or parents/guardians are informed of what has happened.

6. Children and Young People

6.1. Incidents involving children or young people require particular care.

6.2. Where a child or young person is injured or becomes unwell, the Club should follow its arrangements for notifying the parent or guardian, taking account of the circumstances and any relevant information already held by the Club.

6.3. A serious injury, unexplained injury, allegation of harm, concern about abuse or neglect, or other welfare concern should also be considered under the Safeguarding & Child Protection Policy and Welfare Procedure.

6.4. Where an incident raises a safeguarding concern, safeguarding procedures take priority over ordinary incident reporting requirements where the two conflict.

6.5. The fact that an incident is recorded as a health and safety matter does not prevent it from also being treated as a safeguarding matter.

7. Safeguarding Concerns

7.1. Safeguarding concerns should be dealt with under the Club's Safeguarding & Child Protection Policy and Welfare Procedure.

7.2. Anyone wishing to raise a safeguarding concern may use the Club's designated safeguarding reporting mechanism or contact the Club Welfare Officer directly.

7.3. The Club's safeguarding reporting form is intended for safeguarding concerns and should not be treated as a general accident reporting mechanism.

7.4. Where a safeguarding concern also involves an accident or injury, the Club may maintain both a safeguarding record and an incident/accident record where this is necessary.

7.5. Information should not be unnecessarily duplicated between records.

8. Reporting to the Club

8.1. As soon as reasonably practicable following an incident, the person supervising the activity should notify an appropriate Club representative.

8.2. Depending on the nature of the incident, this may be:

- the lead coach;
- the Club Welfare Officer;
- a Director; or
- another person designated by the Club.

8.3. Significant incidents should be reported to the Board or an appropriate Director as soon as reasonably practicable.

8.4. Where the incident occurs at a venue operated by another organisation, the relevant venue representative should also be informed where required by the venue's procedures.

9. Incident Report

9.1. Where a formal record is appropriate, the Club should record the incident using the Club's Incident & Accident Report Form or other designated reporting system.

9.2. The report should, where reasonably practicable, record:

- date and approximate time;
- location;
- activity taking place;
- people involved;
- witnesses;
- factual description of what happened;
- injury or harm sustained, if known;

- immediate action taken;
- first aid or medical assistance provided;
- equipment involved;
- relevant environmental or venue conditions;
- whether emergency services were contacted;
- whether a parent/guardian was contacted, where relevant;
- whether the incident was also treated as a safeguarding concern;
- immediate corrective action; and
- any further action identified.

9.3. Reports should distinguish between **facts** and opinions or assumptions.

9.4. A report should not speculate about fault where the facts are not known.

10. Witnesses

10.1. Where an incident is significant, the Club may record the names and, where appropriate, accounts of relevant witnesses.

10.2. Witness accounts should be recorded as soon as reasonably practicable while recollections remain reasonably clear.

10.3. Witnesses should be asked to describe what they observed rather than provide speculation about why an incident occurred.

11. Equipment-Related Incidents

11.1. Where an incident involves fencing equipment, the equipment should be removed from use where there is a reasonable possibility that it contributed to the incident or may be unsafe.

11.2. The equipment should not be returned to use until an appropriately competent person has determined that it is suitable.

11.3. Where appropriate, the Club should record:

- the equipment involved;
- its owner;

- its condition;
- any relevant maintenance or inspection information; and
- the action taken.

11.4. Where equipment is owned by a third party, including equipment covered by the Founder Assets Licence and Equipment Loan Agreement, the relevant ownership arrangement should not prevent the Club from taking appropriate safety action.

12. Venue-Related Incidents

12.1. Where an incident may have resulted from a venue condition, the Club should notify the venue operator where appropriate.

12.2. Depending on the circumstances, this may include hazards such as:

- damaged flooring;
- inadequate lighting;
- obstruction;
- unsafe access or egress;
- electrical problems;
- inappropriate temperature or ventilation; or
- another venue-related condition.

12.3. The Club should consider whether the relevant venue risk assessment requires amendment.

13. Investigation

13.1. The Club may investigate significant incidents to establish:

- what happened;
- what hazards were present;
- what controls were in place;
- whether those controls were followed;
- whether the controls were adequate; and
- whether further action is required.

13.2. The purpose of an investigation is primarily to improve safety and prevent recurrence.

13.3. The level of investigation should be proportionate to the seriousness and circumstances of the incident.

13.4. The Board may appoint an appropriate person to conduct an investigation.

13.5. Where an incident involves a Director, coach or other person who may have a conflict of interest, the Club should consider whether another person should oversee the investigation.

14. Review of Risk Assessments

14.1. Following a significant incident or near miss, the Club should consider whether the relevant risk assessment remains adequate.

14.2. The Club should review:

- whether the hazard was identified;
- whether existing controls were appropriate;
- whether controls were followed;
- whether additional controls are required; and
- whether similar activities could present the same risk.

14.3. Where appropriate, the risk assessment should be updated.

14.4. Changes should be communicated to coaches, volunteers and others responsible for implementing the relevant controls.

15. Corrective Action

15.1. Where an incident identifies a safety problem, the Club should consider appropriate corrective action.

15.2. Corrective action may include:

- removing defective equipment;
- changing an activity;
- improving supervision;
- changing a venue arrangement;
- introducing additional instructions;

- updating a risk assessment;
- providing additional training;
- changing a procedure; or
- temporarily suspending an activity.

15.3. Actions should be assigned to an appropriate person and, where useful, given a target date.

15.4. Significant outstanding safety actions should be reported to the Board.

16. External Reporting

16.1. The Club will consider whether an incident needs to be reported to an external organisation.

16.2. Depending on the circumstances, this may include:

- the venue operator;
- British Fencing;
- an insurer;
- a relevant regulatory authority; or
- another organisation with a legitimate role in the matter.

16.3. Where legislation requires a report to be made to an external authority, the Club will seek to comply with the applicable requirements.

16.4. The Club should not assume that every accident requires external reporting.

16.5. Where the Club is uncertain whether an incident is reportable, it should seek appropriate advice rather than ignoring the issue.

17. Insurance

17.1. Where an incident may give rise to an insurance claim, the Club should notify the relevant insurer in accordance with the applicable policy requirements.

17.2. The Club should retain relevant records and evidence where reasonably necessary.

17.3. No person acting on behalf of the Club should admit liability on behalf of the Club without appropriate authority.

17.4. This does not prevent a person from providing an honest factual account of what happened.

18. Confidentiality and Data Protection

18.1. Incident reports may contain personal and potentially sensitive information.

18.2. Information should be shared only with people who have a legitimate reason to receive it.

18.3. Incident records must be stored securely and handled in accordance with the Club's Data Protection Policy.

18.4. Personal information should not be circulated unnecessarily through informal channels such as group chats or social media.

18.5. Where information needs to be shared with parents, guardians, venue operators, insurers, governing bodies or other organisations, the Club should consider what information is necessary and appropriate to disclose.

19. Retention of Records

19.1. The Club will retain incident and accident records for an appropriate period having regard to:

- the seriousness of the incident;
- potential legal or insurance considerations;
- safeguarding considerations;
- applicable reporting requirements; and
- the Club's wider data retention arrangements.

19.2. Records should not be retained indefinitely without a legitimate reason.

19.3. Where a record is no longer required, it should be securely deleted or disposed of in accordance with the Club's Data Protection Policy.

20. Learning from Incidents

20.1. The Club will seek to use incidents and near misses as opportunities to improve safety.

20.2. The Board may periodically review incident records to identify:

- recurring hazards;
- recurring equipment problems;
- training needs;
- venue issues;
- weaknesses in existing controls; or
- areas where procedures should be changed.

20.3. Lessons identified should be incorporated into relevant risk assessments, training or procedures where appropriate.

21. No-Blame Reporting

21.1. The Club encourages people to report hazards, near misses and safety concerns without fear that a report will automatically result in disciplinary action.

21.2. A person will not normally be criticised simply for reporting an honest mistake or safety concern.

21.3. This does not prevent the Club from taking appropriate action where an incident involves:

- deliberate unsafe conduct;
- reckless behaviour;
- deliberate concealment;
- serious negligence; or
- another breach of Club rules.

21.4. Where disciplinary action may be appropriate, the Club's Disciplinary Procedure should be followed.

22. Records and Monitoring

22.1. The Club should maintain an appropriate record of significant accidents, incidents and near misses.

22.2. The Board should periodically review incident records alongside the Club's risk assessments.

22.3. The Board should consider whether incident trends indicate a need for changes to:

- equipment;
- coaching;
- supervision;
- venues;
- activities;
- risk assessments; or
- Club procedures.

23. Review of this Procedure

23.1. This procedure shall be reviewed at least annually and sooner where appropriate.

23.2. It should also be reviewed following:

- a serious accident or incident;
- a significant change to Club activities;
- relevant changes in legislation;
- relevant changes to British Fencing requirements; or
- identification of a material weakness in the Club's reporting arrangements.

24. Related Documents

This procedure should be read alongside:

- Health & Safety Policy;
- Risk Assessment Procedure;
- Safeguarding & Child Protection Policy;

- Welfare Policy & Procedure;
- Code of Conduct;
- Disciplinary Procedure;
- Data Protection Policy;
- Founder Assets Licence and Equipment Loan Agreement; and
- applicable British Fencing rules and guidance.

25. Approval

This Incident & Accident Reporting Procedure was approved by the Board of Directors of Out East Fencing Club on:

Date: 12/08/2026

Chair / Director: Pel Houlihan

Next review date: 12/08/2027