



Kendal Snowsports Club – Accident/Incident/Near Miss Report

- Accident – something that did happen, and did cause harm to people or property – e.g. unsecured gazebo in windy weather blew over, hit a visitor and wrapped itself around a car.
- Incident – something that did happen, but did not cause harm to people or property – e.g. unsecured gazebo in windy weather blew over, but no harm or damages were caused.
- Near miss – something that might have happened – e.g. unsecured gazebo in windy weather could have blown away.

Please complete all relevant sections and place this copy in the membership box.

Always ensure that;

- Report any accident to Rob Blyth (Chair) by text on 07789 440007 or David Gray (Vice chair/H&S Representative) on 07796872555.
- A follow up call to injured person is completed within 24hrs, this will usually be completed by chair, vice chair or H&S representative.

Complete as many fields as possible and report accident as requested above. ** PLEASE USE CAPITALS **				
Name of injured person				
Address				
Contact number				
Member of club (circle)	YES	NO		
DOB if under 18	__/__/20__			
Accident information (Write all relevant details here)				
Date of accident		Time of accident		
Location of accident (circle one)	Slope	Lodge	Car park or grounds of club	Other
Details of injury (if known)				

Kendal Snowsports Club is run entirely by volunteers

Are any immediate actions required? Examples – closure of road, pathway, building, room or activity.	Insert response and actions if required Here
Could this report be considered RIDDOR reportable? If yes, you must inform H&S immediately. Main categories are: immediate transfer to hospital head injury	Insert response and actions if required Here
Do you need to escalate this to anyone?	Insert response and actions if required Here
Could this occurrence be considered reportable to our insurers? If yes – you must inform H&S immediately	Insert response and actions if required Here
Has the occurrence been categorised correctly?	Accident – something that <u>did happen, and did cause harm</u> to people or property – e.g. unsecured gazebo in windy weather blew over, hit a visitor and wrapped itself around a car. Incident – something that <u>did happen, but did not cause harm</u> to people or property – e.g. unsecured gazebo in windy weather blew over, but no harm or damages were caused. Near miss – something that <u>might have happened</u> – e.g. unsecured gazebo in windy weather <u>could have</u> blown away.
	Insert response and actions if required Here

First Aid involved (Give details)		Taken to hospital?	Yes	No
Details of how accident happened				

Draw where on slope accident happened (if applicable)			
Parent/Guardian aware? (circle)	YES	NO	
Did anyone witness accident (circle)	YES	NO	
Name of a witness		Contact number	
Report completed by		Contact number	
Contact number Sent text about accident to; (circle)	Rob or Dave		

< Now post in membership box and send text >

Privacy policy - <https://tinyurl.com/KSCgdpr>

**** Office use only ****

Did reporter send text	YES		NO	
Reviewed by H&S manager (if applicable)	Dated			
Reviewed by committee (Compulsory)	Dated			
Follow up action(s) agreed				
Follow up action(s) completed	Dated		By whom	
Are there any lessons to be learnt for the individuals, teams, or club?	If yes how with these be communicated and implemented?			
	Insert response and actions if required Here			
Is this report still open or can it be closed?	Insert response and actions if required Here			
Injured person returned to club	YES		NO	
Assigned reference number	e.g. (yy-mm-dd-xxx) 22-06-14-001			
Archived	Dated			

Other comments or follow up actions taken

Action	By whom	Date