



Haverstock Fencing Club

Venue: Haverstock School, 24 Haverstock Hill, Chalk Farm, London NW3 2BQ

Accident and Incident and Near Miss (AIN) Policy

1. Haverstock Fencing Club AIN records

Haverstock Fencing Club's Policy is to take all suitable and sufficient steps to ensure that the chance of an accident or incident or near miss event ("AIN") is kept to an absolute minimum.

However we recognise that notwithstanding all the precautions in place, it is possible for an AIN event to occur and we have therefore put in place a system of reporting, investigation and institution of remedial action where necessary, in line with British Fencing guidelines.

In the event of an AIN the British Fencing on-line form will be used with an electronic copy being retained by Haverstock Fencing Club in a register 'The Register'

<https://app.smartsheet.com/b/form/58ff7faa98ed427fa6f9049f8ea99762>

The Register will contain the following information relating to all reportable accidents or dangerous occurrences:

- Date and time of accident
- As regards a person at work - full name; occupation; Nature of injury; age
- As regards a person not at work - full name; Status (e.g. club member, visitor) ;nature of injury; age
- Place where accident occurred
- A brief description of the circumstances
- Action taken (treatment if necessary)

All AIN reports will be reviewed by the Welfare Officer.

In case of need, an extraordinary Committee meeting will be called to examine the report and decide on necessary action.

It is the responsibility of the Head Coach to record any reportable accident or incident and notify the Welfare Officer, the Club Manager and British Fencing.

Records will be kept for 3 years and will be open to inspection.

2. Reporting to British Fencing

British Fencing invite the submission of accident and incident forms so that they may monitor clubs and fencing activity in the UK. It is important that all incidents that may give rise to a claim are reported to British Fencing as soon as possible after the event. This will enable Insurers to carry out investigations at an early stage whilst information relating to the claim remains fresh in the mind. This will also ensure that Haverstock Fencing Club comply fully with policy terms and conditions.

In order to achieve this, The Head Coach will notify British Fencing immediately of any incident that involves:

- All injuries that happen in a fencing environment
- Any near miss – a close call that could have been worse (e.g. mask falling off)
- Serious medical incidents requiring attention (e.g. collapse, asthma attack, cardiac episode)
- Protective clothing failure – this is especially important

An injury is defined as:

- Any head injury that requires medical treatment (Doctor or Hospital)
- Any fracture other than to fingers, thumbs or toes
- Any amputation, dislocation of the shoulder, hip, knee or spine
- Loss of sight (whether temporary or permanent)
- Any injury resulting from electrical shock or burn
- Leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- Any other injury leading to hypothermia, heat induced illness or to unconsciousness which requires resuscitation or admittance to hospital for more than 24 hours
- Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.