



# 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 Association (BFA) guidelines.

<http://www.britishfencing.com/governance/medical-anti-doping/accident-injury-report-form/>

All AIN reports will be looked at by the Committee which meets termly. In case of need, an extraordinary Committee meeting will be called to examine the report and decide on necessary action.

### 2. Reporting to the British Fencing Association (BFA)

The BFA invite the submission of accident and incident forms so that they may monitor clubs and fencing activity in the UK.

Haverstock Fencing Club will have a designated person within the Club who will record any reportable accident or incident and notify the Committee and the BFA.

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

The BFA form will be used

<http://www.britishfencing.com/uploads/pdfs/accident-form.pdf>

with a copy being retained by Haverstock Fencing Club and being considered to be 'The Register'.

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)

It is important that all incidents that may give rise to a claim are reported to the BFA 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, Haverstock Fencing Club will notify the BFA immediately of any incident that involves: -

- a fatal accident
- an injury involving either referral to or actual hospital treatment
- any allegations of libel/slander
- any allegations of Professional Negligence i.e. arising out of tuition, coaching or advice given
- any investigation under any child protection legislation
- any circumstance involving damage to third party property.

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.

The above list is not exhaustive. If you are unsure as to whether an incident or incident should be reported, then contact the BFA for advice.

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