



Reporting of Accidents/Incidents/Ill Health/Hazards

Introduction

As an organisation, Special Olympics Great Britain has a responsibility to ensure the health, safety and well-being of anyone involved in the activities of the organisation, whether as a volunteer, athlete, member of staff, paid coach or participating member of the public. In addition, it is the responsibility of all participants (as above) to take reasonable care of your own health and safety, including the reporting of accidents/incidents/ill health/hazards (hereinafter 'Accidents').

If any of the following relates in any way to a welfare or safeguarding issue, please contact the Safeguarding and Welfare Manager in the first instance. Contact details are tel: 07534 114300 or email: safeguarding@sogb.org.uk even if you still intend to fill out the Accident Report Form.

The reporting of Accidents will enable Special Olympics Great Britain to identify any common (recurring) themes, and therefore issue appropriate additional guidance or training, in order to minimise risk to anyone working for, or on behalf of, the organisation.

It is the responsibility of the club/head coach/competition manager to ensure that copies of the Accident Report Form are available at all Special Olympics training sessions, competitions and events/activities.

Copies of this guidance document and the [Accident Report Form](#) can be downloaded directly from the resources section of the Special Olympics Great Britain website.

This form must be completed for any Accidents involving Special Olympics athletes, volunteers, staff or members of the public participating in Special Olympics Great Britain training, competition or organised events/activities. Accidents, incidents, ill health and hazards are briefly defined as follows:

- **Accident**
An accident is something that occurred unexpectedly, or without any visible cause (e.g. a trip or fall)
- **Incident**
An incident is an occurrence or event such as a trip or fall (as above) but which could have been avoided or was the result of a cause (e.g. jumping a barrier as a shortcut, steps not clearly marked)
- **Ill health**
Anything medical related that has not been caused by either of the above (e.g. asthma attack, stomach upset)



- **Hazard**

Something that has the potential to cause any of the above (e.g. wet floor in sports hall, gas leak)

In the case of an identified hazard, and **only if it is safe to do so**, reasonable precautions should be taken to remove or make the hazard safe (minimise risk to others, including if necessary evacuation of the immediate area), after which the hazard should be reported immediately to venue operator/manager.

Where possible this form should be completed by the affected person and in **all** cases only the facts should be stated (no conjecture or assumptions).

All Special Olympics Great Britain Accident Report Forms must be completed and forwarded to National Office as soon as reasonably practicable following the Accident, even if the venue has its own Accident report form/procedure.

Special Olympics GB National Office Address:

Special Olympics Great Britain, 2nd Floor Corinthian House, 6-8 Great Eastern Street, London EC2A 3NT

Accident Form Processing

1. Fill in the Accident Report Form and forward to National Office
2. Once received, the details on the Form will be logged
3. If required, the designated Health and Safety representative will follow up with the person(s) named on the Accident Report Form. In addition (and if required) a copy will be forwarded to the relevant local authority and/or the Health & Safety Executive
4. In all cases, a copy will be forwarded to the Welfare and Safeguarding Manager
5. Any outcome from the follow-up will also be logged, and the Accident report deemed closed once a satisfactory outcome has been agreed with any or all parties concerned
6. The Accident log will be reviewed on a quarterly basis to look for any recurring issues for which remedial action can be instigated
7. Where remedial action is required, the designated Health and Safety representative will issue guidance to the membership of Special Olympics Great Britain
8. An annual report (each December) will be produced giving statistical data for accidents and incidents