

# Portsmouth Joggers Club Incident Reporting Process

## Process Purpose

The purpose of this process is to ensure any incidents that may occur at a club training night or at a club event are recorded and any subsequent actions are carried out. It is a fundamental part of the club's Health and Safety policy and the continuing improvement of club safety.

ALL incidents must be reported to the club insurers within one week.

ANY injury which, in a place of employment, would be recorded in an Accident Book, should be reported.

## Process Outline

The steps of the process are listed below: -

1. At the time of the incident record the name of the person(s) involved, what happened, where it happened etc.
2. As soon as possible access the PJC website and complete the online incident form using the notes from step one. Here's a link to the form. [PJC Incident Form](#)
3. The Club Secretary checks the online form and if any information is missing or unclear they seek answers from the person who submitted it.
4. The Club Secretary obtains the address details of the affected person from the appropriate source (see Responsibilities of the Club Secretary) and adds them to an ARC form along with the details from the online form and sends the completed form to ARC.
5. The Club Secretary then acts as the club focal point for any correspondence that ensues from the form submission to ARC. NOTE, the Club Secretary may need to contact club members and the person who submitted the form during the processing of an incident form.
6. The Club Secretary will retain and store all documents etc on the PJC SharePoint system.
7. Review incidents at the monthly committee meetings and decide if any further actions are required in respect of club health and safety.

## Responsibilities of Run Leaders, Race / Event Managers

Those leading a run or managing a race / event must use this process to report and record any incidents that happen. The club's website ([www.pjc.org.uk](http://www.pjc.org.uk)) has a link to the online form which should be used to do this. The information required to complete this form must be noted at the time of the incident. The form is submitted to the club's insurers by the club secretary and it's

important the details are as complete and accurate as possible. The information required for the form is: -

1. Event / Activity at which the incident occurred.
2. Location, date and time at which the incident occurred.
3. Nature of the incident
4. Names and occupations of people involved (if non PJC members their addresses need to be noted).
5. Treatment given.
6. Circumstances of the incident and any further information.
7. If any property was damaged the name, address and telephone number of the owner and a description of the damage.
8. The names, addresses and telephone numbers of any witnesses and the person reporting the incident.
9. If the police were called the name and details of the officer involved.
10. If any of the people involved in the incident required medical treatment the name of the hospital / treatment centre they went to.
11. If there's any implication of legal action or threat of it provide an outline of it.
12. The Run Leader / Race Event Manager completing the form must provide their name and telephone number.

When the form is complete it is then sent to the Club Secretary.

### Responsibilities of the Club Secretary

If an incident form is created on the club website it will be sent to the secretary's email account. Upon receipt of the form the secretary will do the following.

1. Check all sections of the form have been completed, if there are any omissions or unclear answers contact the person submitting the form to seek the answers.
2. If the person involved in the incident is a PJC member log into the England Athletics system to obtain their address and other information required in the form.
3. Transfer to the ARC Incident Form all the details from the online form and send them to ARC (the club insurers). See the Notes section of this document.
4. Respond to all subsequent communications with ARC and other parties as necessary via the secretary's email account so as not to involve the personal email addresses of Run Leaders and Race / Event Managers.
5. Store all forms and emails relating to the incident within the club's secure MS SharePoint file system.

## Responsibilities of the Club Health and Safety Officer

They must review any incidents that have occurred and present a report on them to the committee at the monthly committee meetings. At the meetings discuss with the committee members if any safety issues are arising and what (if any) action needs to be taken. NOTE, the review of any incident does not have to wait until the next committee meeting, a review can be carried out at any time.

## Notes

The club insurers are: -

Association of Running Clubs, 19 Sheephouse Green, Wotton, Dorking, Surrey, RH5 6QW.

e-mail [secretary@runningclubs.org.uk](mailto:secretary@runningclubs.org.uk)