

Lincoln Wheelers Cycling Club Ltd Accident Reporting Procedure

The club takes the health and safety of all those involved in club activities and events extremely seriously. It is always the aim of the club to have the highest standards of risk management so that accidents and untoward incidents do not happen.

However in the unfortunate situation where an accident or untoward incident does occur it must be properly recorded and reported as soon as possible to the club secretary. The purpose of reporting matters quickly is to enable the club to promptly address any issues that arise and take action where appropriate.

The club will maintain an accident/untoward incident (AUI) reporting form on its web site. All members should be able to bring AUI's to the club's attention using this form. All members should be made aware that the club does have a procedure for dealing with AUI's either through the club newsletter and specific links on the club website or on joining the club.

Similarly any club official in charge of any club activity or event should also use the same form to report any AUI to the club secretary.

In all cases the form should be completed and sent to the club secretary as soon as possible after the incident, preferable on the day of the incident.

The club secretary will acknowledge receipt of the form and raise the matter at the next club meeting where it will be noted and discussed and appropriate action taken. A report will be given back to any member who raised the matter after the meeting.

The club secretary shall co ordinate any investigation necessary prior to the club committee meeting; seek witnesses etc to verify facts.

The club will keep copies of all completed AUI forms for a period of seven years.

The club will also record the frequency of type of incidents that occur and periodically review its risk assessments where necessary.

January 2010