

Instructions for Reporting an Incident

Any incidents that occur prior to, during and after a recognised club session must be recorded
Incidents can include, but are not limited to:

- Near misses
- Falls
- Any form of injury
- Collisions with vehicles (motorised and non-motorised)
- Illness
- Any situation where the emergency services have to be called
- Altercations with members or the public

To log a incident, please complete the Accident Form located in the file section in Spond, in the Run Leader folder.

Once completed, send all details of the incident to widnesrunningclub@gmail.com and it will be forwarded on by the Club Secretary to the Run Leader Coordinator.

On the form you will need to complete it as detailed below:

- A detailed account of the incident
- Date of incident
- Time of incident
- Location of incident (what.three.words is best)
- Whether it was road running or track
- Type of accident: Property Damage/Slip, Trip or Fall/Sporting Injury/Struck By Object/Other (Please provide details)
- Part of body affected
- Type of injury (i.e. Fracture, Strain, etc.)
- How severe the injury was
- Was any first aid given
- Did the person go to hospital from the incident location?
- Name of person affected
- Age of person affected (if known)
- First claim club if not Widnes (if known)
- Address of affected person (if known)
- Postcode of affected person (if known)
- Contact number of affected person (if known)
- Email address of affected person (if known)

All incidents must be reported within 48 hours of the incident occurring

Any queries regarding incident reporting can be directed to either the Run Leader Coordinator or any committee member