**Accident and reporting procedure For Celtic Waves Swimming Club:**

An investigation should be carried out as soon as possible after the accident by someone who ideally has knowledge of the health and safety legislation, the workplace and workplace processes and procedures. The goal is to establish how the accident happened and prevent future occurrence. Accident investigations should focus on prevention.

Email the secretary at [celticwavessc@gmail.com](mailto:celticwavessc@gmail.com) with the information.

Ensure that the facility provider is aware of the accident also

1. Record the Injured Person’s Personal and Contact Details

* First name
* Last name
* Contact phone number
* Email Address
* Home Address
* Reason for being at the location
* Gender
* Age or Date of Birth

2. Record Your Contact Details and Information

* First name
* Last name
* Position
* Contact phone number
* Email Address
* Position: ie parent, on duty, coach committee member

3. Record Accident Details

* The date of the accident
* The time of the accident
* The location of the accident e.g. area

4. Record Injury Details

* The type of injury the person suffered e.g. fracture, laceration, bruising, burn
* The part of the body injured
* Whether the Injured Person required hospitalization or resuscitation
* Whether the Iinjured Person was unconscious
* Whether the Injured Person was taken from the scene by ambulance to hospital

5. Collect Witness Details

* First name
* Last name
* Contact phone number
* Email Address
* Address

6. Gather Supporting Evidence

If witnesses are available and can provide a written statement, record the statement along with the accident report as evidence. *Do not interview a child without the parent or parent on duty present*.

7. Record How the Accident Happened

Record any details of the accident given to you by the IP in your accident report.

Example questions to ask yourself and information to record at this stage…

* How did the injury occur?
* What have you observed?
* Was there anything unusual or different about the working conditions?
* What work process or activity was being carried out at time?
* What equipment was being used at the time?
* What were the events that led up to the accident?

8. Record What Caused the Accident

When recording information about how the accident happened use only the objective facts that you have gathered e.g. leave assumptions or accusations out of the record.

Example questions to ask yourself and information to record at this stage…

* Was it due to human error?
* Was the accident due to faulty equipment?
* Was the IP fatigued or stressed?

9. Record What Was Done When Dealing with the Accident

Example questions to ask yourself and information to record at this stage…

* Was first aid was administered?
* What first aid was administered?
* Was an ambulance called?
* How was the area made safe?
* What had been done directly after the accident happened?

10. Record What Has Been Done to Prevent Such an Accident Happening Again

Example questions to ask yourself and information to record at this stage…

* Have any Education  needs been identified?, ie no running, no horse play