

THE
SUNDRIDGE PARK CLUB
TENNIS & SQUASH

Accident Reporting Policy

In the event of an accident to a member, visitor or staff member, you should complete our internal Incident/Accident Report Form, held with the First Aid box or available from the Club Office.

In the event of a serious accident, the Club Administrator will use the government RIDDOR reporting system. This will apply to:

- accidents resulting in the death of any person
- accidents resulting in specified injuries to members, visitors or employees
- non-fatal accidents requiring hospital treatment to members, visitors or employees
- dangerous occurrences

A report must be received within 7 days of the incident.

This Policy will be reviewed every two years or more frequently if required, to ensure that it remains relevant and appropriate.

Accident Reporting Policy	Last Review Date:	July 2019
Written by: Simon Tyrrell-Lewis	Board Review:	J Dorning July 2021
https://d.docs.live.net/0e248d72fe5d2d13/Rules and Policies/Current Policies/Accident Reporting Policy.docx		