



Viva Gymnastics Club

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Registered Charity: 1187339

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Accident / Incident Reporting Policy VERSION CONTROL

Status	Version	Owner	Date	Changes
Live	v1.3	Viva Gymnastics Club	29 Mar 2026	Document reviewed
Live	v1.2	Viva Gymnastics Club	17 Jun 2025	Document reviewed
Live	v1.1	Viva Gymnastics Club	17 Dec 2025	Document reviewed
Approved	v1.0	Viva Gymnastics Club	15 Mar 2023	



ACCIDENT / INCIDENT REPORTING POLICY

All Accidents / Incidents

This policy outlines the procedures that are to be adopted when any gymnast, staff employee, visitor or contractor experiences an accident, near-miss or dangerous occurrence on Club premises.

It is Viva Gymnastics Club's policy to identify and investigate all accidents/incidents, their source and underlying causes.

To enable this objective to be achieved, it is imperative that all accidents/incidents, irrespective of the resulting injury or damage, are reported according to the laid-down procedures.

To avoid any misunderstanding, please see the following definitions:

- Accident/Incident: any unplanned event that results in personnel injury or damage to property, plant or equipment.
- Concern: a staff member has a concern that they would like to be documented.
- Near-miss: an unplanned event which does not cause injury or damage, but could have done so. Examples include: items falling near to personnel, incidents involving near collisions.

Accident Form

All accidents are to be recorded on the Accident Report Form.

In the event of injury occurring from an accident, staff should ensure that the injured person is safe and comfortable, then immediately alert one of the on-site first aiders to assess and deal with the situation.

The first aider must administer first aid, when necessary, from the nearest first aid box which is checked and fully stocked weekly.

The staff member should complete the Accident Form.

Asterisked sections on the form are mandatory and as a result the form cannot be submitted unless completed.

The Coach in charge will read and check the form before signing off.

Where the accident involves a child, the parents/guardian of the child may be invited to sign the report.

In the unlikely event of a parent/guardian refusing to sign the record, they should be directed to a member of the Senior coaching Team to discuss the matter further. The Welfare Officer may be called to attend the meeting.

If the child is not being collected by their parent/guardian, the party responsible for taking them home will be asked to sign the form and inform the parent/guardian of the accident.

Should the accident require direct communication with the child's parent/guardian, to ensure the message is passed on, separate contact will be made to the parent who is not present.



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It will be the responsibility of the lead coaches or, when they are unavailable, the Senior Coach, to follow through with this. The Head Coach is informed of every accident form submitted by way of an automatic email to the club mobile messaging service or our internal email system. The Head Coach will review these and follow up where necessary.

The Head Coach and, where necessary, the Welfare Officer, is/are informed of every concern form submitted by way of an automatic email to the club email system. The Senior Coaching Team will review these and follow up where necessary.

Major Accidents Requiring Medical Support

On rare occasions, a major accident/injury might happen during a gymnastics session or while someone is on the premises. If a child has an accident and requires a doctor or hospital treatment, the parents/guardians of the child will be called immediately following the initial safe assessment of the injured person and, if needed, medical assistance being sought. This can be done by an administrator to allow the coaches and first aiders to continue dealing with the accident/incident.

In the events above, it may be necessary to make a report to British Gymnastics. An injury reported under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) must be reported to the Care Inspectorate within 24 hours and all records should be available for inspection.

The Head Coach will be responsible for this, therefore any accident where it is likely that further medical intervention may be needed, or was provided, should be followed by a call immediately following the session, to inform them.

Witness statements may be required from other members of staff or any other witnesses present, and their contact details recorded.

The Senior Coaching Team will inform the Club Welfare Officer of all RIDDOR accidents and this will be documented and marked on the accident form.

Following a Major Accident, initial contact with the gymnast's parents/guardian will be made within 48hrs of an accident occurring.

This initial contact will usually be by way of a phone call made by the Lead Coach/Head Coach.

Outbreak

The Lead Coach/Senior Coaching Team, must notify Public Health England immediately following a suspected or known outbreak of infection. An outbreak is the occurrence of two or more, or a higher than expected number of cases of confirmed or suspected infection, affecting people using the service and or staff in the same area. Additionally, the Staff Rota is designed to ensure that there is always a first aider on site at all times.

The first aid boxes are checked by way of the online form found on the gym tablet/computer, which includes checking the ice pack freezer and ice machine along with head injury forms that are filed alongside the first aid box.

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