

Hinckley Olympic Gymnastics Club

First Aid and Incident Reporting Policy

Effective Date: January 2026

Review Date: January 2027

Applies To: All staff, coaches, volunteers, gymnasts, and visitors at New College Leicester and Clarendon Park Hinckley.

1. Purpose

To ensure the health, safety, and welfare of all individuals involved in club activities by:

- Providing appropriate first aid facilities and trained personnel.
- Establishing clear procedures for responding to injuries and medical emergencies.
- Ensuring accurate reporting and documentation of all incidents.

2. Legal Framework

This policy is grounded in the following UK legislation and guidance:

- Health and Safety at Work etc. Act 1974
- Health and Safety (First-Aid) Regulations 1981
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013 (RIDDOR)
- British Gymnastics Health & Safety Policy for Clubs & Affiliated Organisations

3. Responsibilities

Club Management:

- Ensure the availability of adequate first aid equipment and facilities.
- Appoint a qualified First Aid Officer.
- Maintain an up-to-date list of certified first aiders.

- Ensure all incidents are reported and documented appropriately.

Coaches and Staff:

- Hold a valid first aid qualification, as required by their role.
- Familiarise themselves with the location of first aid kits and emergency procedures.
- Report all incidents promptly.

First Aiders:

- Administer immediate first aid to any injured individuals.
- Record all relevant details of the incident in the accident book promptly and accurately.
- Assess and advise whether further medical treatment is required.
- Report the incident to the First Aid Officer, General Manager and Welfare Officer.

First Aid Officer:

- Ensure all incident reports are properly documented and electronically stored.
- Oversee compliance with reporting procedures, including submissions to RIDDOR when required.

Safeguarding Officer:

- Follow-up investigations following an incident.
- Ensure that all safeguarding and welfare concerns are appropriately identified and managed throughout the post-incident process.

4. First Aid Provision

First aid kits are located:

- Clarendon Park - Staffing area
- New College – on the allocated wall areas
- Kits are checked monthly and restocked as needed.

Automated External Defibrillators (AEDs) are available at:

- Clarendon Park - Located on the pavilion wall next to the park
- New College – School office

5. Incident Reporting Procedure

1. Immediate Action:

- Ensure the safety of all individuals.
- Provide first aid as necessary.

2. Notification:

- Inform the First Aid Officer, General Manager or Club Safeguarding Officer.

3. Documentation:

- Complete an incident report form detailing:
 - * Date, time, and location of the incident.
 - * Names of those involved and witnesses.
 - * Description of the incident and injuries sustained.
 - * Actions taken and recommendations for future prevention.
 - * The report must be signed by both the coach and the gymnast's parent or guardian.

4. Reporting to Authorities:

- Report serious incidents to British Gymnastics via their online portal.
- Notify the Health and Safety Executive (HSE) as required under RIDDOR.

Accident report books are located:

Clarendon Park – Office

New College – Control desk

6. Training

- All staff and volunteers must undergo first aid training appropriate to their role.
- Requalify every three years.

- Records of training are maintained by the Club Manager.

7. Monitoring and Review

- The policy is reviewed annually or following a significant incident.
- Feedback from staff and incident reports inform policy updates.