



# INCIDENT REPORTING POLICY

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Drafted by	Lee Evans	Approved by Committee on	21/10/2019
Responsible person	Frank Merzel	Scheduled review date	23/10/2022

## INTRODUCTION

The Strathmore Cricket Club (SCC) recognises that the health and safety of its members and visitors is a priority and that if incidents do occur, they should be reported. Incidents should be investigated to ensure that the possibility of recurrence or further risk is minimised.

This policy applies to all players, coaches, members of the Strathmore Cricket Club and visitors using SCC facilities.

## PURPOSE

This policy has been developed to ensure that all General Committee members, Coaches and Team Managers understand the processes to be taken in the event of an incident.

## DEFINITION

*Incident* refers to any event which causes or could have caused injury, illness, or damage to equipment, vehicles or property.

## POLICY

The SCC commits to preventing foreseeable accidents and minimising dangerous occurrences and will:

- Provide a mechanism for reporting incidents (inc. 'near misses');
- Investigate incidents to determine the root cause with the objective of preventing a recurrence;
- Maintain statistical information about incidents and makes insurance claims where appropriate; and
- Equip Coaches and Team Managers with the necessary information to respond to and record incidents.

All incidents that result in an injury or the potential to cause injury should be immediately reported to the Club Secretary or General Committee Member.

## **AUTHORISATION**

**Allison Dodd**

President, Strathmore Cricket Club

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