

Accident & Incidents: Frequently Asked Questions

1. How do I report an accident or incident?

Complete the [Accident & Incident Report Form](#), with as much information as possible, including:

- What happened
- Action taken and who took it
- Relevant timings
- Any agreed next steps
- Explicitly stating if emergency services were called, including details of which emergency service and the advice offered or action they took.
- Explicitly mention if a club member went or was taken to hospital by a fellow member of the club.

2. What should we do if emergency services asks the injured member to attend hospital?

Get the member to hospital as quickly and as safely as possible. Where possible, we recommend they are accompanied by a friend, family member or flat mate. Where this isn't possible, it may be appropriate for a fellow club member to attend.

3. What happens after I submit an accident report?

The injured party will receive a follow up call or email, depending on the severity of the accident, from a member of the Sports Union team within two working days.

The EUSU will seek to understand the members road to recovery and, if appropriate, will signpost to additional assistance that they may wish to consider.

4. How will the club committee be involved?

EUSU will only contact the club committee if remedial actions are recommended or we are unable to make contact with the injured member.

5. Why is prompt reporting important?

By completing the report promptly, you give yourself the best opportunity to gather as much information as possible, including witness details, etc.

By sharing this report with the Sports Union in a timely manner allows the Sports Union colleagues to assist you as a club in responding appropriately and helps you prioritise your members' welfare.

6. In emergency situations where Clubs or their members need to make alternative emergency arrangements, can the Sports Union help cover associated costs?

Yes, clubs who find themselves having to make alternative arrangements to respond to an emergency are eligible to apply to the [Reserve Fund](#).

Please keep copies of all receipts for all associated expenses and make a claim using [the form](#) as soon as reasonably possible.

Each application is reviewed by the Finance Committee, who convene every three weeks during term time.

