



Accident and Incident Policy – CM Sports	
This version date	January 2026
Review date	January 2027

### **Purpose**

CM Sports is committed to maintaining a safe and healthy environment for all employees, contractors, volunteers, participants, and visitors. This policy outlines our procedures for the timely reporting, investigation, and documentation of all workplace accidents and incidents. The objective is to prevent recurrence, meet legal obligations, and promote a culture of continuous improvement in health and safety.

### **Scope**

This policy applies to:

All CM Sports employees (permanent, temporary, and casual)

Contractors and subcontractors

Volunteers

Visitors to CM Sports facilities or events

Participants in CM Sports programs (e.g., schools, holiday clubs)

### **Definitions**

**Accident:** An unexpected event that results in injury, illness, death, or damage to property.

**Incident:** An unplanned event that does not result in injury or damage but had the potential to do so (a "near miss").

**Notifiable Incident:** An accident or incident that must be reported to relevant statutory authorities (e.g., RIDDOR in the UK).

**Hazard:** A potential source of harm.

**Risk Assessment:** A systematic process of evaluating potential risks that may be involved in a projected activity or undertaking.

### **Policy Statement**

CM Sports ensures that all accidents and incidents are:

Immediately reported and recorded  
Investigated promptly and thoroughly  
Followed by appropriate corrective actions  
Monitored for trends to improve risk management  
Managed in compliance with legal and regulatory obligations

## **Responsibilities**

### *5.1 Employees, Coaches, and Volunteers*

Report all accidents and incidents immediately to a line manager or supervisor.  
Assist in completing any required documentation.  
Cooperate fully in investigations.  
Attend safety training as required.

### *5.2 Managers and Supervisors*

Ensure all reports are completed accurately and within the timeframe.  
Initiate or support any necessary investigations.  
Ensure first aid is provided and emergency services are contacted if necessary.  
Implement and monitor corrective actions.

### *5.3 Health and Safety Manager / Designated Officer*

Maintain the Accident and Incident Register.  
Liaise with local authorities or regulatory bodies when reporting is required.  
Conduct root cause analysis for serious incidents.  
Ensure compliance with legal reporting (e.g., RIDDOR).  
Review trends and report findings to senior management.

## **Reporting Procedure**

### *Step 1: Immediate Action*

Attend to the injured person and contact emergency services if required.  
Secure the area to prevent further injury or damage.

### *Step 2: Notification*

Notify your supervisor or site manager immediately.

The Health and Safety Manager must be informed within 1 hour of any serious incident.

*Step 3: Record the Incident*

Complete the Accident/Incident Report Form within 24 hours.

Include: who was involved, what happened, where/when it happened, witness details, and any injuries sustained.

*Step 4: Investigation*

An investigation will be initiated by the relevant manager or Health and Safety Officer within 48 hours.

The investigation will assess:

Root causes

Contributing factors

System failures

Preventive measures

*Step 5: Corrective Action*

Appropriate corrective or preventive measures will be identified.

A follow-up plan with timelines and assigned responsibilities will be documented.

Actions will be reviewed during safety meetings or audits.

*Step 6: Reporting to Authorities*

If the incident is notifiable, CM Sports will report it to relevant authorities within the required legal timeframe (e.g., 10 days under RIDDOR for non-fatal injuries, 15 days for over-7-day injuries).

**Documentation and Record-Keeping**

All records will be retained securely for a minimum of 7 years.

The Health and Safety Manager is responsible for maintaining:

Incident Report Forms

Witness Statements

Photographs or diagrams

Investigation findings

Corrective action tracking

### **Confidentiality and Data Protection**

All information collected in the course of reporting and investigating accidents or incidents will be kept confidential and in compliance with the Data Protection Act 2018 and UK GDPR.

Access to reports and investigation outcomes is restricted to authorized personnel.

### **Training and Awareness**

All staff will receive initial and refresher training on accident and incident reporting.

Additional targeted training will be provided where incident trends or roles require.

### **Disciplinary Action**

Failure to report accidents or incidents, providing false information, or neglecting safety responsibilities may result in disciplinary action, up to and including termination.

### **Policy Review**

This policy will be reviewed annually or following a major incident, change in legislation, or operational changes. Suggestions for improvements are welcome and should be submitted to the Health and Safety Manager.

### **Related Documents**

Accident/Incident Report Form

First Aid Policy

Emergency Procedures

Safeguarding Policy

Risk Assessment Procedure

RIDDOR Reporting Guidelines