



ACCIDENT / INCIDENT NOTIFICATION FORM

Guidance Notes

It is important that you notify us/the Insurers promptly of all incidents that may give rise to a claim. This will enable the Insurers to carry out the necessary investigations as early as possible and ensure that you comply fully with the policy terms and conditions.

The types of incident that you should report to us immediately would involve:

- A fatal accident.
- An injury involving either referral to or actual hospital treatment.
- Any allegations of libel/slander.
- Any allegations of professional negligence, i.e. arising out of tuition, coaching or advice given.
- Any investigation under any child protection legislation.
- Any circumstance involving damage to third party property.

An injury is defined as:

- Any head injury that requires medical treatment.
- Any fracture, other than to fingers, thumbs or toes.
- Any amputation, dislocation of the shoulder, hip, knee or spine.
- Loss of sight (temporary or permanent).
- Any injury resulting from electrical shock or burn, leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.

The above list is not exhaustive, and if you are unsure as to whether an incident should be reported, please do contact the Aikido Alliance UK Insurance Liaison Officer (vince.sumpter@gmail.com / tel: 07443 563990) for further advice.

We would remind you that in NO circumstances should you admit liability, or agree to pay for any damage caused as this may prejudice the position of the Insurers and could result in the withdrawal of any indemnity.

We would recommend that a designated person within your organisation is made responsible for recording any reportable accidents. Records must be kept for at least three years, along with names and addresses of any possible witnesses.

Current legislation does not specify the format of an accident register, but the Accident Book BI510, available from HMSO, is frequently used. The register must contain the following information relating to all reportable accidents or dangerous occurrences:

- Date and time of the accident
- Details of the injured person, i.e. name, address, nature of injury etc
- Details of where the accident occurred
- A brief description of the circumstances

Reporting an Incident to the Health & Safety Executive

You may also have obligations under the RIDDOR 95 regulations to report incidents to the HSE. For further information and to obtain a copy of the "RIDDOR Explained" leaflet, visit www.hse.gov.uk



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ACCIDENT / INCIDENT NOTIFICATION FORM

CARE SHOULD BE TAKEN TO INCLUDE AS DETAILED AN ANSWER AS POSSIBLE TO ALL QUESTIONS

Insured Member

Full Name	<input type="text"/>	Daytime Tel No	<input type="text"/>
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Home address Post Code	KSK or TR Membership No	<input type="text"/>
	Date Valid from	<input type="text"/>
	Date Valid to	<input type="text"/>

Name of Association (delete as appropriate)**	<input type="text" value="AIKIDO ALLIANCE UK"/>	<input type="text" value="(Kai Shin Kai)**"/>	<input type="text" value="(Tenchi Ryu)**"/>
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Please advise if you are a member of any other Association. If so, quote full name

Accident/Incident

Date of accident /Incident	<input type="text"/>	Time of the accident	<input type="text"/>
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Place

How did the accident/incident happen? Describe the circumstances.



Any additional information / comment / opinion (in confidence):

DECLARATION TO BE COMPLETED BY CLUB / ASSOCIATION OFFICIAL

Name	Address
Tel No	
Position in Club and Association	

Is the claimant a current Club or Association Member?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Did the accident take place whilst participating in insured activity?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
I confirm all the above information is correct to the best of your knowledge?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

If any answers are stated as "NO" please explain:

Signature

Date

This form to be sent by email to the **Aikido Alliance UK Insurance Liaison Officer:**
vince.sumpter@gmail.com

who is then to send the form by email to: sports@endsleigh.co.uk