

ACCIDENT REPORT FORM

*This form should be used if a Teacher or Student suffers an injury or symptoms of a serious illness during a yoga class. The Policy requirements indicate that the insurers should be notified as soon as practicable after the event by the BWY nominated person, Safeguarding and Diversity Manager. As soon as the form is completed it must be referred to **Safeguarding and Diversity Manager, BWY Central Office, 25 Jermyn Street, Sleaford, Lincs NG34 7RU**. The report form is in 4 parts, each of which should be completed as far as reasonably practicable.*

Most incidents occurring within a Yoga class will require a dual avenue of reporting by the Teacher. A report to the person in control of the premises and a duplicate to the BWY to fulfil Insurance and National Governing Body monitoring requirements.

If the incident results in hospital admission and falls under the terms of the RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 then further action may be required by the Teacher.

RIDDOR report is required only when:

- **The accident is work-related (i.e. in the course of a Yoga class, its immediate preparation and dissolution).**
- **It results in an injury of a type which is reportable. (see end of form for further information)**

PART 1 About the person who was involved in the incident

Name

Age/D of B¹

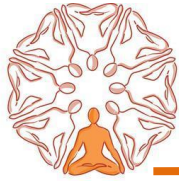
Address

Telephone number (s)

BWY member: Yes / No

Membership number (if yes)

¹ Age/Date of Birth are used to assist in statistical analysis of trends and the development of reasonable adjustments/modifications.



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PART 2 About the person filling in the form, if different from above

Name

Address

Telephone Number (s)

BWY Membership number

Signature

PART 3 People who witnessed the incident

Name

Name

Address

Address

Telephone number (s)

Telephone number (s)

BWY member: Yes / No

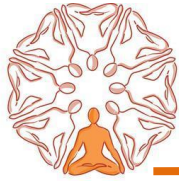
BWY member: Yes / No

Membership number (if yes)

Membership number (if yes)

Signature

Signature



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PART 4 About the incident or accident

When it happened (date and time)

Where it happened

How the incident or accident happened - *give as much detail as you can and include*

1. *The cause if known*
2. *The nature of the personal injury*
3. *If any treatment was given by a qualified First Aider*
4. *Whether the person was taken to hospital, if so state hospital and whether admitted*

Continue overleaf if necessary



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The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. The list of 'specified injuries' in RIDDOR 2013 (regulation 4) includes the following and will need to be applied liberally to a Yoga work environment.

- A fracture, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Permanent loss of sight or reduction of sight
- Crush injuries leading to internal organ damage
- Serious burns (covering more than 10% of the body, or damaging the eyes respiratory system or other vital organs);
- Scalpings (separation of skin from the head) which require hospital treatment;
- Unconsciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Further information is available via; <http://www.hse.gov.uk/riddor/reportable-incidents.htm>

Reporting of Incidents to Health and Safety Executive will be undertaken by the person in control of the premises where the event happens. The Teacher will be responsible for being aware of the Health and Safety requirements of the environment in which they are operating and informing the Responsible Person of the event (unless one and the same) with a copy to BWY.

Online

Go to www.hse.gov.uk/riddor and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

Telephone

All incidents can be reported online but a telephone service remains for reporting **fatal and specified injuries only**. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).