

FRA Race Organisers' Incident Report Form

This form describes both the voluntary (good practice) and mandatory reporting requirements for significant incidents occurring during the preparation and running of a fell race.

1. Voluntary Reporting

Please report to back to the FRA Secretary on any learning points which you feel might be of interest to other Race Organisers. Examples could be:-

- Things which went particularly well
- Things which went badly (and how the problems could be overcome).
- Any 'near misses' in safety or any aspect of race organisation.
- Any poor behaviour on the part of runners, including requests to the FRA to take disciplinary action.

Either use a printed copy of this page, or supply the information in e-mail form to the FRA Secretary (secretary@fellrunner.org.uk).

Race	Date	Race Organiser
Details of the incident or learning point		
Action taken so far		
How will you adapt your plans for next year?		
Any further follow up actions you intend to take, or that you want the FRA to take.		

2. Mandatory reporting

The following incidents **MUST** be reported if the Race Organiser becomes aware that they have occurred:-

- Any personal injury (whether to runners, officials or spectators) severe enough to need hospital treatment in the opinion of the first-aider at the event.
Injuries requiring first-aid administered on the spot do not have to be reported if the first-aid or medical service at the event did not consider the injury serious enough to need further treatment. However an incident form should be submitted if the first-aider advised the casualty to seek further medical help, even if they subsequently decided not to do so.
- Near misses, with the potential to cause serious injury
- Damage to property likely to result in an insurance claim.
- Dangerous occurrences
- Ill health and sickness

3. Reporting process

Race Organisers should follow the FRA Accident and Incident reporting procedure, supplying the information shown on the following form.

The completed form, (or an email containing the relevant information) must be submitted to the FRA Secretary (secretary@fellrunner.org.uk) **within 7 days of the accident or incident**. In many cases it will be necessary also to inform UK Athletics (UKA) and the FRA Secretary will advise. In these cases the UKA 'Accident and Incident Report Form' will be used to inform UKA.

To be returned to the FRA Secretary (secretary@fellrunner.org.uk) **within 7 days of the accident or incident**

Race	Date	Race or Event Organiser
Details of the accident or incident (including date, time and location)		
Details of the venue (race or training session, address, nature of event)		
For accidents causing injury:- Name, address or contact details of the injured person(s) Role (runner, official, spectator), club, any other information on the injured person Nature of injury Treatment administered (including names of first-aiders, treatment given, action taken including hospital involved)		
For accidents/incidents causing damage:- Details of the damage, the circumstances of the incident, estimate of cost of reparation (rough estimate only required)		
For all reports:- Details of reporting person (name, address or contact details) Role (runner, official, spectator) Include statements from the persons reporting the incident		
Any further follow up actions you intend to take, or that you want the FRA to take.		