

## FRA Race Organisers' Incident Report Form, 2015 and 2016

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](mailto: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:-

- Personal injury to anyone (including spectators) severe enough to have required hospital treatment
- 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

Fell races follow the UKA Accident and Incident reporting procedure. The relevant form is on the UKA (British Athletics) web-site at:-

<http://www.britishathletics.org.uk/governance/health-safety/what-to-do-in-the-event-of-an-accident-or-dangerous-incident/online-accident-incident-report-form/>

FRA Race Organisers should preferably download this form, rather than using the UKA on-line version. The completed form, (or an e-mail 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 the UKA and the Secretary will advise.