

IMPORTANT

REPORTING AN ACCIDENT

1. It is imperative that every dojo ensures that there is an **ACCIDENT BOOK** at hand at every practice. Any incident must be recorded immediately, even though it may seem trivial at the time.

Essential details to be recorded

- i) Date and time of incident
 - ii) Full name, age and occupation of the injured person.
 - iii) Name of the instructor conducting the class
 - iv) Circumstances
 - v) Details of injury
 - vi) Action taken
 - vii) Names of two witnesses
2. In the case of ***immediate and serious*** injuries a copy of Perkins Slade ***Incident Notification Form***(available on the BAFwebsite) should be completed by the Instructor taking the class and sent to the British Aikido Federation (BAF) General Secretary without delay.

(please make copies of the Incident Notification Form from the website for future use)

Indication/Notice of Intention of Sue

In the event that a student, instructor or officer is given an indication (whether verbal or in written form) of the intention of being sued in relation to their Aikido activities, they should proceed as follows:

DO NOT comment on the case to anyone other than the British Aikido Federation(BAF) General Secretary or Joint Aikikai Council(JAC) Insurance Officer, or representatives of the defendant's Insurance Broker. All dialogue with third parties (particularly solicitors and representatives of the claimant) must be referred to the Insurance Brokers acting for the defendant.

Contact the BAF General Secretary **IMMEDIATELY** (preferably by telephone) with a detailed account of what has been said, plus an account of the incident and when an incident report was or will be sent. Also submit a written account of the incident, together with a copy of the insured person's insurance certificate. The reports should provide full particulars of any claims or circumstances that may give rise to a claim. Submit both copies to the BAF General Secretary.

Every writ, letter, claim summons etc. should be sent directly to the BAF General Secretary upon receipt. Written notice must be given to the BAF General Secretary immediately where there is knowledge of prosecution, inquest, or enquiry in connection with any circumstances, which may give rise to liability under a JAC policy.