



THE BRITISH WHEEL OF
YOGA™

ACCIDENT REPORT FORM

*This form should be used if a student suffers an injury or symptoms of a serious illness during a yoga class. It should be completed as soon as possible after the event. The report form is in 4 parts, each of which should be completed as far as reasonably possible. **The report should be sent without delay to the Equity & Welfare Manager, BWY Central Office, 25 Jermyn Street, Sleaford, Lincs NG34 7RU***

If the incident results in hospital admission and falls under the terms of the Reportable Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), it must also be reported to the Incident Contact Centre. See the end of this form for further information. It is the teacher's responsibility to do this.

PART 1 About the person who was involved in the incident

Name

Address

Telephone number (s)

BWY member: Yes / No

Membership number (if yes)

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

Name

Address

Telephone Number (s)

BWY Membership number

Signature

Please turn over and complete other side



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PART 3 About any person who actually witnessed this 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

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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Note – further information about RIDDOR. Reportable major injuries are:

- fracture, other than to fingers, thumbs and toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Currently the easiest way to report is by calling the Incident Contact Centre (ICC) on **0845 300 99 23** (local rate). You will be sent a copy of the information recorded and you will be able to correct any errors or omissions

BWY Accident Form reviewed and revised January 2012