

☎ (01239) 698 607  
Fax: (01239) 698 614  
Email: secretary@shootersrights.org  
PO Box 3 Cardigan  
**SA43 1BN**



## **ACCIDENT/INCIDENT REPORTING**

If something goes wrong while you are engaged in any of the activities covered by the SRA's public liability insurance, if anyone is injured or property is damaged, there may be a claim against you. 'You' means you the individual member or 'you' as the principal or other member of an insured group.

Your immediate actions will be to prevent matters getting any worse, so administer first aid and put the fire out or call an ambulance and the fire brigade as necessary.

Equipment – firearms etc., should be secured so that nothing goes missing.

The police investigate injuries caused by firearms, and they involve the Health and Safety Executive where black powder or other explosives are apparently involved.

At a formal event, the event organiser is responsible for investigating incidents, as he may have a liability in the matter.

**Your responsibility is to inform the SRA about what happened, as soon as possible.**

You will need to get details of the incident, what went wrong, who the witnesses are and who any other investigators are: the policeman's name and number, for example, and likewise the first aider if one attended.

At a formal venue, such as a range, a museum or an English Heritage site, there will be an accident book, which should be filled in on the day.

The SRA reporting form should be returned to the SRA Secretary **within seven days** of the incident to avoid any difficulties with the insurers over delayed reportage.

If a claim is made against you, we will forward the details we have from you to the insurers, after which you will deal direct with them. The policy covers claims against you for acts of your negligence, so if their investigation decides that you were negligent, that's what's covered. If you weren't negligent, the insurers pay to defend you from the claim. Either way, you need to get as much information as possible together at the time, as it's very difficult to trace people afterwards without having their names and contact details. Have a look at the sample incident descriptions to see how the information comes together.

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## ACCIDENT/INCIDENT REPORT FORM

YOUR NAME.....

ADDRESS.....

.....

POSTCODE.....

TELEPHONE(S).....

EMAIL.....

GROUP (if not an individual member).....

TIME & DATE OF  
ACCIDENT/INCIDENT.....

LOCATION.....

### DESCRIPTION OF THE INCIDENT

You need to write a summary of what happened covering the following points:

- What happened, who was involved, and their contact details.
- Who was injured and/or what was damaged.
- Who saw what? Give witnesses' contact details.
- Who investigated it: i.e., police, fire service – and their contact information
- Who's blaming whom?
- What happened afterwards?
- If there's been any delay in letting the SRA know, why was that?