

Request:	Information on all Near Misses and Accidents at EICA
Ref:	ELIR00436
Received:	03.04.25
Responded:	07.04.25

Request

Dear EICA Management,

Pursuant to the Freedom of Information (Scotland) Act 2002, I am writing to request access to information held by Edinburgh Leisure.

I would like to request a list of all recorded accidents and near misses that have occurred at your facility since records began.

For each recorded incident, I would appreciate receiving the following details, where available:

- Date and approximate time of the incident*
- Location within the climbing wall (e.g., specific route, bouldering area, stairs)*
- Type of incident (e.g., fall from height, tripping, equipment malfunction)*
- Brief description of what occurred*
- Any immediate actions taken*
- Mitigation measures put into place to prevent recurrence*

Please ensure that any personal identifying details of individuals involved are redacted or removed from the information provided.

Please acknowledge receipt of this request within 20 working days, as stipulated by the Act. If you require any clarification regarding this request, please contact me via the details I have provided.

Thank you for your time and assistance with this matter.

Response

Legislation:	Freedom of Information (Scotland) Act 2002
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Category of response:	Partial Release of Information / Information Not Held / In Full / Exempt / Refusal		
Exemptions applied:	N/A		
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Your request has been processed and considered under the terms of the Freedom of Information (Scotland) Act 2002 (FOISA).

We have now completed our search for the information you requested, and a copy was released to the requester in the format requested.

Documents Enclosed

1. FOI April 25 EICA accidents Final

We only hold records since 2019 following our retention schedule.

A retention schedule is a policy document that outlines how long different types of records and information should be kept before they are destroyed or archived. It helps organizations manage their data efficiently, ensuring compliance with legal, regulatory, and operational requirements.

Retention schedules typically include:

- **Record types:** Categories of documents (e.g., financial records, employee files).
- **Retention periods:** How long each type of record should be kept.
- **Disposition actions:** What to do with records after the retention period (e.g., destroy, archive).

Our retention schedule can be found in our Guide to Information on The Freedom of Information section of our Web site. Click [here](#) to access.

Accident Database – name/address info retained for 3 years 11 months as data is destroyed annually in January.

Accident Report Forms / RIDDOR / Investigation Reports - 5 years after Incident. All forms over 5 years old destroyed in January, all children's forms destroyed in January following the child turning 23.

Accident Records, investigations & insurance correspondence - 5 years after claim initiated.

Please note that this response constitutes full release under the Freedom of Information (Scotland) Act 2002.

This concludes your request **ELIR00436**.

If you are unhappy with this response to your request, or otherwise unhappy with how we dealt with your request you have the right to request a review from us under Section 21 of FOISA by writing to foi@edinburghleisure.co.uk

Your request should explain why you wish a review to be carried out and should be made within 40 working days of receipt of this letter, and we will reply within 20 working days of receipt.

Should you remain dissatisfied with the outcome of the review, you then have the right to make a formal complaint to the Scottish Information Commissioner.

- **Email** to: enquiries@foi.scot
- **Post** to: Scottish Information Commissioner, Kinburn Castle, Doubledykes Rd, St Andrews, KY16 9DS

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Edinburgh Leisure
The Biggest Club in Town