

# Guidelines for dealing with an Accident/Incident



Accidents/incidents may occasionally occur during club activities. The club aims to deal with them in an efficient and effective manner to safeguard participants, minimise the risk of further occurrences, and return as quickly as possible to normality within the club.

An accident/incident most commonly involves personal injury but the club also takes seriously other incidents of, for instance, theft, damage to property/equipment or abuse (including harassment, bullying, assault and violence) that may infrequently occur.

The club has access to a first aid kit at its regular venue(s) and at each club session there is a designated Duty Officer who is responsible for implementing the club's accident/incident procedures when necessary, however a trained first aider is not necessarily always present.

As part of the club's ongoing commitment to health and safety the club committee monitors policies and procedures and takes appropriate action to help to prevent the recurrence of accidents, injuries and incidents.

## **The following points are a guide to action in the event of either an accident or incident:**

- Stay calm but act swiftly.
- Establish what has happened by observing the situation, listening to those involved and to any witnesses.
- Establish if there are any injuries and minimise the risk from ongoing danger and of further injury(ies).
- Establish if any first aiders are present who could advise on appropriate action.
- Where the accident/incident requires specialist action, call the appropriate emergency services.
- Do not move someone with major injuries unless there is immediate further danger. Wait for the emergency services.
- Ascertain whether those injured have any known medical conditions, if necessary refer to membership database detailing medical conditions, and provide any information to first aider or emergency services as appropriate.
- If necessary use emergency number to notify nominated contact of those involved.
- Deal with the rest of the group and ensure that they are adequately supervised.
- Decide whether the session should continue and if not, make arrangements for participants to get home safely.
- If a child (ren) is/are involved then follow the club Child Protection procedures.
- If the incident involves sexual harassment or racial abuse, follow the relevant club procedures.
- Complete a club accident/incident report form and give/send it to the club Secretary.