



DEALING WITH EMERGENCIES, ACCIDENTS AND INCIDENTS

PROCEDURE

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Immediate Action.

- Stay calm. Ensure there is no danger of further injuries. Do not leave the injured member unattended.
- Calm the injured person and listen to what they are saying. Try to ascertain the extent of the injuries. Call the emergency services on 999 if you consider this to be necessary. If in doubt, err on the side of caution. If no signal is obtainable, send somebody back to call the emergency services
- Do not move someone with major injuries, cover them to keep them warm and wait for the emergency services.

Secondary Action.

- Assess the situation if the injured member is unable to make it back to the start point.
- Ensure that someone is with the injured person at all times.

Reporting Action.

- **If the emergency services have taken control, they will be responsible for making contact with the injured person's next of kin.** If the accident/incident does not warrant emergency service call out, the wishes of the injured person should be followed with regard to contacting their next of kin or person nominated in case of emergency.
- Complete the Club Accident/Incident Report Form.

Accident and Incident Report Form.

- A reportable accident is one in which a member suffers an injury, which results in the member requiring, or likely, to require medical service treatment.
- A reportable incident is one which, in different circumstances, might have led to a reportable accident.
- In the event of a reportable accident or incident, the form is to be completed and submitted to the Club Secretary online. In the event of death or the call out of emergency services, it will be required without delay, together with a prompt confirmatory phone call to the Club Secretary/Chair/Vice Chair. All other less serious events to be reported within 3 days.
- The Club Secretary will be responsible for passing this report directly to the Club Chair, and or Vice Chair.
- The Chair, Vice Chair and Club Secretary will determine if the report requires to be reported to UKA, using the UKA online procedure.
- The forms are available from the Club website.