

TEMPLATE 5: GUIDELINES FOR DEALING WITH AN INCIDENT/ACCIDENT

HASTINGS YMCA BADMINTON CLUB

If an incident/accident occurs during club activities:

- ✋ Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
- ✋ Listen to what the injured person is saying.
- ✋ Alert the first aider who should take appropriate action for minor injuries.
- ✋ In the event of an injury requiring specialist treatment, call the emergency services.
- ✋ Deal with the rest of the group and ensure that they are adequately supervised.
- ✋ Do not move someone with major injuries. Wait for the emergency medics.
- ✋ Contact the injured person's parent/carer.
- ✋ Complete an incident/accident report form/book.
- ✋ If appropriate, collect and collate statements from witnesses.
- ✋ An identified club official should keep completed forms.

SIGNED: *Tim Leakey*

DATE: 15/11/2020

NAME: Tim Leakey

POSITION: Club Chairperson
