

Birmingham Canoe Club - Emergency Operating Procedures
Birmingham Canoe Club - Reporting Incidents and Emergencies

Updated: 29/12/07

It is good practice to record and store reports of accidents or incidents dealt with by club members. It helps identify trends and can help improve club practice. If someone is taken to hospital from the club setting it is a legal responsibility to record the information under RIDDOR 1995, and the report made, via the nominated club official to the Incident Contact Centre (Caerphilly Business Park, Caerphilly, CF83 3GG - 0845 300 9923).

The nominated club official is currently the club chairperson, David Hughes.

Guidelines for Dealing With An Incident:

- Stay calm but act swiftly and observe the situation. Is there danger of further injuries to yourself, the group or the injured party(s)?
- Listen to what the injured party is saying
- Alert a first aider / coach 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 they are adequately supervised.
- Do not move someone with major injuries (unless necessary to save their life). Wait for the emergency services.
- Contact the injured persons parent / carer / nominated contact.
- Complete an incident / accident report form.

Incident / accident report form follows.....

Birmingham Canoe Club - Incident / Accident Report Form

Name of the person in charge of the session:

Site where the incident/accident took place:

Date and time of accident / incident:

Name, address and age of the injured person:

Nature of the incident / injury, and extent of injury:

Give details of precisely how, where and why the incident took place:

Give full details of action taken during any 1st aid, and the names of 1st aiders:

Were any of the following contacted?:

Parents / Carers	y / n
Police	y / n
Ambulance	y / n

What happened to the injured person following the incident / accident?

All of the above are a true record of the accident / incident.

Signed: _____ **Name:** _____ **Date:** _____