

## Appendix 7 Guidelines for Dealing with Accidents and Emergency

Club Name:

### Managing Accidents and Injuries

- remain calm - walk to the scene if possible.
- evaluate the situation while approaching it - try to find out how the injury occurred.
- maintain your own safety - you will not be helpful to the injured person(s) if you become injured yourself.
- protect the casualty and other people from further risk.
- remove other cyclists from around the injured party.
- give reassurance and comfort to the injured rider(s).
- if appropriate, administer first aid or contact the onsite first-aider and take all possible precautions to ensure that the injury is not made worse.
- deal with accidents in order of priority:
  - life-threatening situations first (eg arrested breathing, heavy bleeding or fractures)
  - followed by the less serious injuries
- if several people are injured, deal with those who will benefit most from immediate treatment.
- watch out for shock.
- if hospital treatment may be needed, do not give the casualty food or drinks.
- if in any doubt, call for appropriately qualified assistance giving clear and accurate information about the incident (as outlined in your emergency strategy).
- if the accident occurred outside, keep the injured person warm - have a means of insulating the injured person from the ground and keeping him warm and comfortable.
- do not transport the injured person in your own car.
- advise the emergency services of any declared/advised medical conditions of the rider.
- if a rider is sent to hospital, advise the injured rider's emergency contact person of the details, including which hospital the rider has been taken to.

### Reporting and Recording Accidents and Incidents

The occurrence of an accident should be reported immediately to the responsible authority (eg facility manager, club official, lead coach, parents). Most venues will have a procedure for reporting and recording accidents (part of the Emergency Operating Procedures). Clubs should ensure that they know the relevant procedure and how to use it. All clubs should have a person appointed to collate and record details of any accidents that occur during club activities.

It is a legal responsibility to record any incidents or accidents that occur during the coaching session, as well as the steps taken to manage the incident. Recording these details will help to identify any trends or common incidents that occur, as well as areas that could be addressed to improve safety. This record will be vital in the event of legal action. A copy of the illness and injury report form should be submitted to the relevant person.

When documenting the occurrence of an illness or injury, briefly note it in the relevant box on the session plan and then record the full details on an Illness and Injury Report Form or in an accident record book. At least the following details should be recorded:\*

- Date, time and place of incident.
- Name of ill/injured person.
- Details of ill/injured and any first aid given.
- What happened to the casualty immediately afterwards (eg did the rider continue to participate in the session or where they sent home/sent to hospital, etc).
- Name and signature of person dealing with the incident.

\*Recommended by Health and Safety Executive, 'Basic Advice on First Aid at Work'.

Note: It is essential that the club is able to access emergency services through telephone/radio at all cycling activity sessions.

## Managing Emergencies

Sport, by its very nature, will always have a degree of risk associated with it and although the coach has taken all reasonable precautions to provide a safe coaching environment, accidents do happen. Other emergencies such as fire or missing persons may also occur. Being prepared to manage accidents and emergencies when they do happen is an important part of providing a safe environment.

In any accident or emergency situation, it is important to stay calm, and manage the situation promptly and according to accepted good practice. It is important to understand the limits of your training/qualification to deal with accidents and emergencies, and to know when to call for more qualified assistance or, to whom you should refer the ill or injured person to.

The club should have a pre-planned emergency strategy for every venue/location used to ensure it is ready to manage any emergency situation that may arise such as a fire, security problems or missing persons. Many venues will have an existing emergency strategy (in the leisure industry this is called the Emergency Operating Procedure, which outlines staff responsibilities and procedures for dealing with emergency situations) - in this instance the club should know what it is and how to initiate it.

## When planning an emergency strategy consider the following:

- Know the venue, including the:
  - exact location
  - ensure you can give precise details of the venue's location and access points, in case you need to call for an ambulance
  - location of the nearest telephone, and how to dial out.
  - Have a list of emergency telephone numbers, such as emergency services, ambulance, hospital and the nearest doctors surgery.
- Know the availability/location of first aid facilities and how to access them.
- Have access to an appropriately stocked first aid kit.
- Know who the on-site first- aider is and how to contact them.
- Know the location of toilets.
- Know the availability/location of changing rooms.
- Have a building evacuation plan, including how to exit the building in an emergency, safe routes to assembly points, location of emergency exits, fire assembly points, and the ability to conduct a roll call in the case of an evacuation.
- Have a procedure for dealing with missing persons.
- Have a procedure for contacting the emergency services, including when to call, how to call and what information will be given to the emergency services, such as exact location, details of the incident, number of casualties and the extent of the injuries.
- Have a register of attendance for every coaching session to ensure the coach can account for all riders in the event of an emergency.
- Have a consent form for all riders participating in the session.
- Have a system for recording and reporting all incidents, including what information will be recorded, who the incident should be reported to and when the report should be made.
- It is the club's responsibility to ensure that coaches and helpers involved in a club session know the emergency strategy, their role in it and how to initiate it.

The club should regularly review the strategy with coaches, club officials and other volunteers, as well as plan practice runs of relevant parts of the strategy. The riders should be educated about the emergency strategy and regularly remind them of the parts that are relevant to them.

## Following Emergency Procedures

When carrying out emergency procedures remember to:

- give the people involved in the emergency clear, concise and correct instructions, including what you want them to do and where you want them to go
- carry out your role in the emergency procedure calmly and correctly
- maintain the safety of the people involved, including yourself
- follow the established procedures for reporting the emergency

## Contacting the Emergency Services

The emergency strategy should include procedures for contacting the emergency services, including:

- how to contact the emergency services, (eg location of the nearest telephone, who should make the call and the relevant telephone number to call)
- what information to give the emergency services (eg precise details of the location, details of incident, number of casualties, extent of injuries).