

Accident and emergency procedures

Serious Accident / Incident

The most likely incident that would involve a visiting school/collage/youth group would be personal such as a serious injury / death. Of lesser probability would be an incident of a communal nature such as: fire, unsafe property, pollutant leak or outbreak of a communicable disease.

A serious accident or incident is defined as:

- 1) an accident leading to a fatality, serious or multiple fractures, amputation or other serious injury
- 2) circumstances in which a group member might be at serious risk or have a serious illness
- 3) any situation in which the press or media are or might be involved.

In the event of a serious accident/incident **Venture Out** staff will ensure that the following actions are taken to initiate emergency procedures.

Action to be taken by group leader in the event of a serious accident/incident:

The group leader has duty of care for the young people and adults in the group.

- 1 **Stay calm** - Assess the situation.
- 2 **Protect the group** from further injury or danger.
- 3 **Render first aid** or other service as appropriate.
- 4 **Summon help** from the rescue services in the following way:

EMERGENCY RESPONSE In case of serious injury **Venture Out** staff will contact the emergency services in the following way (depending upon access to land line and reception of mobile phone).

- 1) All staff will hold a mobile phone and will in the first instance use this to make a 999 emergency phone call (unless in the actual building of Burnage Rugby Football Club).
- 2) If this fails then any other member of the group with a phone will be tried or if at Burnage Rugby Club there land line can be used.

[Reception along the course The River Mersey Canoe Trail has been tested and good reception has been had at all points]

ALL TRIP LEADERS AND ONE OTHER DIFFERENT ADULT WILL CARRY A MAP AND GRID LOCATION REFERENCE LIST PIN POINTING THE NEAREST ACCESS POINT AND CURRENT POSITION.

3) **Venture Out** staff should phone their **Directors** (as soon as possible) and:

- give clear information about the situation
- give your location and actions
- give your telephone number
- ask the receiver to alert your senior managers and/or the Children's services contact.

4) Look after the group

Depending upon the nature of the accident/incident, it is possible that the leaders and young people will be in a state of shock. The remainder of the group should be moved to some secure accommodation and placed under the care of a member of staff able to protect them from the attention of the press/media. If necessary, request the police to assist or ask for direct support from your base. Calm and comfort the young people and arrange for their evacuation.

5) Media

Do not make any statements to the press/media or allow anyone else to make statements other than expressions of sympathy.

Refer all press/media enquiries to Ian Sheldrake on 0790 5851299

6) Communication with others

Do not allow group members to text or telephone home or friends until contact has been made with the senior staff from where the group came from.

Do not allow anyone to see any group member without an independent witness being present. (No-one, unless they are in a relevant official capacity, has the right to see anyone who does not wish to see them.)

7) Equipment

Retain all equipment involved in an unaltered condition.

8) Contact

Action to be taken by the base contact person in the event of a serious accident/incident:

- Parents of any injured young person should be notified as a priority. Arrangements should be made for all parents to be contacted regarding the safety of their children. If necessary, assistance should be given to transport parents to their injured child if they are hospitalised.
- Base contacts should have access to: lists of all group members, including adults with next of kin.

Records comply with appropriate local and national procedures such as RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

Centre staff are trained to carry out the above procedures and will contact telephone numbers to mobilise assistance at any time and in all contingencies.

All accidents, incidents and near misses are recorded and the records reviewed termly (updates to risk assessments may be required as a consequence).

Documentary evidence of such reviews and actions taken as a result are kept.

Records comply with appropriate local and national procedures such as RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).