

## INCIDENT/ACCIDENT PROCEDURE

- Stay calm but act swiftly and observe the situation.
- Is there a risk of further injury?
- Listen to what the injured person is saying.
- Alert the qualified First Aider who should take appropriate action for minor injuries.
- In the event of a life threatening injury or one requiring specialist treatment, call the emergency services – **999**. (Telephone available in the Bar)
- You should use the **NHS 111** service if you urgently need medical help or advice but **it's not a life-threatening** situation (Telephone available in the bar)
- Deal with the rest of the group and ensure that they are adequately supervised and safe.
- Do not move someone with major injuries. Wait for the emergency medics.
- Contact the injured person's parent / carer / guardian/ relative.
- Complete an Incident / Accident Report Form asap.