

T11 (Criteria 3.6)

Guidelines for Dealing with Accidents and Emergencies

STRATFORD CYCLING CLUB

When dealing with accidents, injuries and signs of illness, remember:

In the event of an accident it is useful to have established procedures to ensure the safety of all involved, while the appointed person is managing the accident. For example, if an accident occurs all riders should stop riding immediately, get off their bikes, walk to a specified location and await further instruction. Accidents, injuries and illnesses should be managed according to the accepted procedures outlined on the first aid course. An individual must not attempt any procedure that is beyond the scope of their first aid training.

It is advisable to have access to appropriate details about the riders at every session, such as rider's address, emergency contact details, and other relevant information e.g. medical conditions or health requirements. Consider recording this information in a file that the coach can take to every session. Regularly check all of these details to ensure that they are still correct and accurate.

When 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 (e.g. 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 party warm – have a means of insulating the injured party from the ground and keeping them warm and comfortable.
- Do not transport the injured 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, e.g. 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 possible 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 (e.g. 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 know when to call for more qualified assistance or who to refer the ill or injured person to.

The club should have a pre-planned emergency strategy for every venue/location used to ensure they are 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:
 - Exact location - ensure you can give precise details of the venue's location, including access points, in case you need to call for an ambulance
 - Location of the nearest telephone, including how to dial out
- Have a list of emergency telephone numbers, such as emergency services, ambulance, etc
- 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
- Location of toilets
- Availability/location of changing rooms
- Building evacuation plan - how to exit the building in an emergency, location of emergency exits, fire assembly points, be able to conduct a roll call in the case of an evacuation
- Procedure for dealing with missing persons
- 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, extent of injuries, etc
- 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 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 reminded 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, where you want them to go, etc
- 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

The occurrence of an emergency should be reported immediately to the responsible authority, e.g. facility manager, club official, lead coach, relevant parent(s), organisation responsible for activity, etc. Most venues will have a procedure for reporting and recording emergencies (part of the Emergency Operating Procedures).

All clubs should have a person appointed to collate and record details of any emergencies that occur during club activities.

Contacting the emergency services

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

- How to contact the emergency services - for example, location of the nearest telephone, who should make the call and the relevant telephone number to call
- What information to give the emergency services - for example, precise details of the location, details of incident, number of casualties, extent of injuries, etc