

Wimbledon Racquets & Fitness Club

If an incident/accident occurs during club activities:

- ✎ Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
- ✎ Listen to what the injured person is saying.
- ✎ Alert the first aider 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 that they are adequately supervised.
- ✎ Do not move someone with major injuries. Wait for the emergency medics.
- ✎ Contact the injured person's parent/carer.
- ✎ Complete an incident/accident report form/book.
- ✎ If appropriate, collect and collate statements from witnesses.
- ✎ An identified club official should keep completed forms.

SIGNED:



DATE:

1/2/2018

NAME: George Maxwell

POSITION: Club Development Manager
