



BOLTON UNITED HARRIERS & ATHLETICS CLUB

Rev.2
9th Sep 2011

Procedure Guidelines for Dealing with an Incident/Accident

In the event of an Accident or Incident at the Leverhulme Track:

Immediate Actions

First
Respondent

- Stay calm but act swiftly and observe the situation.
- Listen to what the injured person is saying.
- Evaluate if there is danger of further injuries. If so, move the injured party to a place of safety if you are able to do so. **Do not move someone with major injuries** - wait for the emergency services.
- Summon assistance from other officials, parents or athletes to make the area safe and to summon any further assistance.
- Alert a First Aider. If a club first aider is not available then send somebody to Reception to get one of the Serco staff who is qualified in first aid.
- Deal with the rest of the group and ensure that they are adequately supervised.

First Aider

- Take appropriate action for minor injuries.
- In the event of an injury requiring specialist treatment, call the emergency services. If there is nobody present with a mobile phone send somebody to reception to notify one of the Serco staff to call the emergency services. Note that the emergency control room operator will require the following information regarding the injured person - sex, approximate age and details of the suspected injuries.
- Contact the injured person's parent/carer. Contact details will be on the coach's register.
- If the emergency services have been called send somebody to the entrance on Long Lane to meet the ambulance and to direct them to the casualty. If the ambulance needs access to the track ensure somebody has obtained the keys from reception and opened the gates for them.
- If the injured person is under the age of 18 and their parent/carer is not present a responsible person will have to accompany them to hospital with the ambulance.

Accident/Incident Reporting

First Aider

If the nature of the injury/incident is minor (i.e. no injuries took place or, after first aid, there is no further treatment required by a medical professional):

- Complete sections 1-4 of the next page of the Accident Report Book located in the Track Office at the end of the indoor track.
- DO NOT remove the completed page from the Accident Report Book (this will be done by the General Secretary prior to each Committee Meeting)

If the accident/incident results in an injury to an athlete that requires further treatment by a medical professional:

- Complete the Accident Report Book as stated above
- Also complete a UKA Accident & Incident Report Form, also located in the



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Track Office.

- Provide a copy of the UKA form to the Club's General Secretary. Note – if the UKA Form is completed online, please ensure a copy is retained and e-mailed to the Club General Secretary.

In the event of an Accident or Incident taking place during a training session away from the Leverhulme track, follow the above procedure as appropriate.

Such an accident or incident MUST be reported as defined above.

NOTE: When training is taking place off site, a member of the group MUST have a mobile phone in their possession at all times to summon aid in case of an emergency.

In the event of an Accident or Incident during a competition at another track, the Referee must be notified immediately.

In this event, UKA procedures ensure that the Referee will:

- Notify the facility where the incident occurred
- Complete the UKA Form

However, a report of the accident/incident should be provided to the Club's General Secretary.

Document History

Rev.2	9 th Sep 2011	Significant revisions to address new reporting requirements and incidents taking place at other venues
Rev.1	9 th Jan 2011	Re-structured into new format
Rev.0	13 th Aug 2009	Original