

# **Guidelines for dealing with Accidents and Emergencies**

## **Kesgrave Panthers Cycle Speedway Club**

### **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 on-site 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 (for example, 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.
- Be aware that the casualty may be experiencing shock
- If hospital treatment may be needed, do not give the casualty food or drinks.
- If in 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 person warm – have a means of insulating the injured person from the ground and keeping them warm and comfortable.
- Do not transport the injured person 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 (for example, 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 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 (for example, did the rider continue to participate in the session or were they sent home/hospital etc).
- \* Name and signature of the person dealing with the incident.

**Note: It is essential that the club is able to access emergency services through telephone at all cycling activity sessions.**

# **Emergency Strategy Plan**

## **Kesgrave Panthers Cycle Speedway Club**

### **Fire**

In the event that a fire is found, calmly leave the premises(leaving bikes) and walk to the grass area beside the park  
Coach/first aider/tuck shop to collect register and check every one is accounted for  
Call emergency services  
Search for missing person's if unaccounted for if it is safe to do so  
Remain in the grass area until being told it is safe to return

### **Accidents**

First-aider/Coach to attend inured person as per guidelines  
Remainder of riders to stay in pits until advised otherwise  
Emergency contact details are n tuck shop door  
If requiring an ambulance, someone to open the gate to the field and someone to stand on corner of twelve acre approach to provide directional assistance to the ambulance service  
Ensure all incident/accident report forms have been fully completed  
Coach to assess the track prior to race continuing

### **Missing person**

In the event that a child goes missing, coach to do a head count/register check  
Adults to check the initial surrounding areas/park/toilets  
Contact Police