



ACCIDENT AND INCIDENT POLICY

Emergency Procedures

All coaches must ensure they are familiar with the emergency procedures for the site in which the activity is taking place. Workers are responsible for ensuring all young people are accounted for in an emergency and therefore should always have access to a register.

When we are in a venue the venue staff are responsible for the safe evacuation of all present in the building and we must all follow their instructions to ensure this happens quickly and efficiently.

First Aid and Accidents

For the safety of your young person, it is important that the project is informed of any medical condition or allergies that may be relevant should a young person fall ill or be involved in an accident while at the project.

Only those with a current first aid qualification should treat injuries. In more serious cases assistance should be obtained from a medically qualified professional as soon as possible.

Should an accident or injury occur while at the project:

- At least one worker will be qualified in first aid
- Complete a Starpic Project accident form
- Inform the young person's parents of any injury and action taken:
 - at the end of the activity (minor injury)
 - Immediately (serious injuries)
- Access to a telephone must always be available in case the emergency service is required. Should any young person be taken to hospital, this must be reported using the procedures above.

If the accident was due to faulty or broken equipment this must be reported to the site immediately and the item removed from use immediately.

IN ALL CASES THE PROJECT MANAGER MUST BE INFORMED.