



Accident and Incident Policy

Accident Guidelines

At NBH we aim to prevent accidents, by completing Risk Assessments and checking all facilities and equipment before and after use. But should an accident occur on the track the following guidelines should be followed: -

- Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
- Listen to what the injured person is saying.
- You may be a first aider if not ask another coach to cover.
- In the event of an injury requiring specialist treatment, call the emergency services.
- If you work with another coach or help, make sure one of you continue to supervise the remaining members of the group.
- Do not move someone with major injuries. Wait for the emergency medics.
- Contact the injured person's parent/carer/guardian/partner.
- Complete an accident report.
- Record in detail all facts surrounding the accident, including witnesses, etc.
- Include any further action that may be required.

In some cases, it may only be a minor injury that requires no intervention, if this is a junior advise whoever has the authority to collect.

Incident Guidelines

- Record all incidents reported or observed on an Incident Form.
- Inform designated person ASAP.
- Consultation with Gateway team/ PSNI if required.
- Ensure confidentiality – only share information on a "need to know" basis.
- If the incident involves a junior member, provide 1 copy of incident report to the designated safeguarding officer within 24 hours.

- Inform parents, unless to do so may put a child at further risk.

The designated safeguarding children officer will be responsible for storing any report in a safe and secure environment.

Revised September 2024