



# TYNE VALLEY CANOE CLUB

## GUIDELINES FOR DEALING WITH AN INCIDENT/ACCIDENT

### INTRODUCTION

The following guidelines are for the guidance of Club officials, coaches and event leaders in the event of an incident or accident. They serve to offer a simplified list of actions that should be followed in an emergency.

There are two parts to these guidelines:

1. Dealing with the Incident/accident.
2. Reporting the incident/accident.

### **Dealing with the Incident/Accident:**

- All paddlesport activity will stop and priority given to the injured party or dealing with the incident.
- 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.
- Do not move someone with major injuries. Wait for the emergency medics.
- Make sure the rest of the group get out of their canoes and are organised on the bank or shore in a way that they are safe and ensure they are adequately supervised.
- At the end of the emergency ensure that all participants are returned home safely.

### **Reporting Accidents, Incidents and Emergencies:**

- Report the accident/incident to the Club Chairperson or other senior official as soon as possible after the event.
- Complete an incident/accident report form.
- Contact the injured persons parent, carer or next of kin.
- Do not speak to the media.

**Note:** This document is not the Club Safety Policy. A more detailed explanation of the guidelines and procedures are to be found in the Clubs Risk Assessment Policy. It is recommended that all club officials, coaches and event leaders should be familiar with its contents.

**Emergency Services-**It may be necessary to contact any of the following if it is found appropriate to do so: ambulance, police, fire service, mountain rescue or coastguard.