



# CHIGWELL & EPPING FOREST ORIENTEERING CLUB

## 1.5 Guidelines for dealing with an incident/accident

### Effective from March 2007

- 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.
- Do not move someone with major injuries. Wait for the emergency medics.
- In the event of an injury requiring specialist treatment, call the emergency services.
- Deal with the rest of the group and ensure that they are adequately supervised.
- Contact the injured person's parent/carer.
- Complete an incident/accident report form and send this immediately to the BOF. There is a BOF incident/accident report form which is available to be downloaded from the BOF website.

Adopted in committee 5<sup>th</sup> March 2007

Signed .....  ..... (Chairman)