

GUIDELINES FOR DEALING WITH AN INCIDENT/ ACCIDENT AT LYNNSPORT

- 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 at Lynnsport reception on 01553 818001 who should take appropriate action for minor injuries
- In the event of an injury requiring specialist treatment, call the emergency services on 999 – address Greenpark Avenue King's Lynn, Norfolk, PE30 2NB
- Deal with the rest of the group and ensure that they are adequately supervised.
- Do not move someone with major injuries. Wait for the emergency medics
- Contact the injured person's parent/carer via one of the Club Coaches or the Welfare Officer
- Complete an incident/accident report form – see the Club Welfare Officer for details

GUIDELINES FOR DEALING WITH AN INCIDENT/ ACCIDENT AT DOWNHAM MARKET

- 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 designated Run Leader/Coach who will advise the appropriate action in consultation with a qualified first-aider for minor injuries
 - In the event of an injury requiring specialist treatment, call the emergency services on 999
 - Deal with the rest of the group and ensure that they are adequately supervised.
 - Do not move someone with major injuries. Wait for the emergency medics.
 - Contact the injured person's parent/carer/next of kin, if required, via the Welfare Officer
 - Complete an incident/accident report form – see the Club Welfare Officer for details
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- Run Leader guidelines:
 - Plan and explain your route to participants, ensuring at least 1 other person knows the route well enough to explain to a stranger
 - If going out into the countryside ensure a mobile phone is carried amongst the group at all times