

**RYSTON RUNNERS  
ATHLETICS CLUB**



## **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
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