



GUIDELINES FOR DEALING WITH AN INCIDENT/ACCIDENT

- Stay calm but act swiftly and observe the situation. Is there any danger of further injuries?
- Listen to what the injured person is saying.
- If the injury is minor, alert your first aider to take appropriate action.
- If the injury requires specialist treatment, call the emergency services.
- 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 services.
- Contact the injured person's parent/carer.
- Complete an incident/accident report form. This can be found in the folder in the reception of the club.

Full address / contact details of the club in case of an emergency:

Club name	Radlett Lawn Tennis and Squash Club
Address	425 Watling Street, Radlett, Herts.
Post code	WD77JG
Telephone no.	01923 854523