



PRO TOUCH SA

ACADEMY OF EXCELLENCE

EMERGENCY ACCIDENT & INCIDENT PROCEDURES

**Pro Touch SA
C/O The Quarters by Bravo
120 Finchley Road,
London NW3 5JB**

Office. 020 3417 0747

Ash - 07732 872 022 Mus - 07500 421 944 Tony - 07751 104 043 Zahid - 07856 461 040

info@protouchsa.co.uk www.protouchsa.co.uk social media @protouchsa

REVIEWED ON 15/11/2017 BY MUSTAPHA TURAY

EMERGENCY, ACCIDENT AND INCIDENT PROCEDURES – ORGANISATIONS

Pro Touch SA is a Community Interest Company (CIC). Registered in England and Wales No.10675065



General procedure

Any incident, however minor, should be reported to the Club welfare office, senior management and parent as soon as possible, and certainly on return from the session. An incident report form must be completed. All incidents should be reported to the Club welfare office, senior management.

All coaches are required to carry mobile phones.

The lead coach should carry a folder containing all relevant information for that session, including the completed register, all parent consent forms (thus showing emergency contact details for parents), progress/monitoring sheets and the emergency contact names and numbers given below.

If an injury accident involving a motor vehicle/serious injury/major incident occurs, the coach should follow the accident procedure below and then phone details through to the Club welfare office and a senior management:

After the incident, an incident report form should be completed as soon as possible by the coach and logged by a senior management. Accident procedure

- If an accident does occur, keep calm but stop the training session.
- If on the road, the coach/assistant should get the trainees off their cycles and safely onto the pavement or nearest safe area.
- The lead coach should assess the situation in order to safeguard themselves and to protect the casualty from further injury.
- They should decide if the casualty can be moved, if first aid is needed or if an ambulance should be called.
- If medical assistance is needed, the coach/assistant can call for an ambulance while the other attends the casualty.
- The facility should be contacted as soon as possible so that the parents can be informed. If the incident happens during a holiday course, the parents/guardians should be contacted directly.

After the incident

If you are offsite ensure safe return of young people to the facility. If the site is some distance, try to phone a senior management to advise of a delay in returning.

On return to the facility inform a senior management staff about incident if you have not already done so (for example, a minor incident). The facility will notify a parent or guardian as necessary.

If holiday/after school programmes, the coach must contact the parent/guardian directly as necessary. An incident report form should be completed as soon as possible following an incident.