



Coalpit Heath Cricket Club

Reformed 1960

Churchleaze, Serridge Lane, Ram Hill, Coalpit Heath, Bristol. BS36 2TT. Tel 01454 772833

ACCIDENT / INCIDENT POLICY

An accident is an unplanned, uncontrolled event, which causes, or could cause injury, damage or loss. In most cases accidents can be avoided and it is our intention to prevent as many as possible.

CHCC aim to reduce the risk of accidents by:

- The premises are regularly checked and used properly.
- Members and visitors are aware of hazards
- Members and visitors are encouraged to care about their environment and others using the premises.
- Members identify and report hazards and risks and encourage others to do the same.
- Club Chairman, Club Health & Safety Officer and Club Safeguarding Officer to oversee all health and safety issues.

CHCC classifies an accident as what has been witnessed and an incident as something that was not seen.

First Aid Kits

* First aid kits can be found at the following locations:-

- Clubhouse balcony, on the shelf above the defibrillator
- Youth team kit bags
- Westerleigh

Club Defibrillator

* The club defibrillator is situated on the balcony, next to the First Aid Kit. To access, dial 999 and follow the emergency call operator's instructions

Bleed Kit

- Can be found on the balcony, next to the defibrillator and First Aid Kit. To access, break seal

Accidents Involving Youth Players or Children Under 18 Years

All accidents and incidents involving youth players or any child must be recorded on an Accident / Incident Form and reported to the parents/carers. If they are not present this will usually be when they collect their child. If it is a serious injury or one that needs medical assistance the parent must be informed immediately. If parents are uncontactable, each registered youth player has a nominated carer identified on their registration form who will be contacted in the parent's absence.

Youth Coaches and the Club Safeguarding Officer have all attended the GCB First Aid Course and will deal with minor injuries. The First Aid Kits are checked regularly and refilled by the Club Safeguarding Officer. Notices are enclosed in each First Aid kit advising to alert the CSO when supplies have been used.

The Accident Book (for adults) and the Accident / Incident Forms (for children) can be found in each of the First Aid boxes. If first aid is given to any child, it must be recorded on the first aid form and returned to the CSO no later than 24 hours after the incident. The CSO must be informed of any accidents relating to any youth player (i.e. any child under the age of 18 years). There should always be at least one first aider present during any youth game or organised training session. A list of current First Aiders can be found on the club notice boards in the entrance and on the balcony.

All Accidents and Injuries to Anyone (Players, children, members, visitors etc)

All significant accidents and injuries to anyone, 'needing more than a plaster' must be recorded in the Accident Book or on an Accident / Incident Form found in the First Aid Kits, with details of the injury, first aid that was given and any actions taken. The form to be completed and signed by the person giving first aid and signed by the injured person or parent/guardian in the case of a child. The form should then be removed from the book and given to the Club Chair or Club Safeguarding Officer.

The CSO must notify the GCB appointed Safeguarding Officer and / or safeguarding children agencies of any serious accident or injury to, or serious illness of, or death of, any child whilst in the presence of the club or during any home or away matches, and act on any advice given.

Accidents/incidents relating to senior cricketers or visitors to the club must be reported to the Club Chairman and recorded using the Accident Book enclosed in the First Aid Box on the balcony..

Reporting of Incidents as Required by RIDDOR

RIDDOR is the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. The Club has a legal responsibility to report and investigate all deaths, major injuries, hospital attendances and dangerous occurrences involving anyone using the premises.

All accidents and incidents are reviewed by the Management Committee to assess if the club needs to take action to reduce the likelihood of the accident/incident happening again.

Serious injury or death and how to deal with these events

CHCC will notify the GCF of any serious accident, illness or injury to, or the death of, any child or adult whilst on the club premises or whilst representing the club during any away matches, and any action taken in respect of it.

CHCC will make the notification as soon as is reasonably practicable, but within 14 days of the incident occurring. CHCC will also notify the local child protection agency and act on any advice given. CHCC will always follow the club accident procedures in any accident or injury.

Procedure to follow for dealing with injuries involving blood or bodily fluids

Should bleeding occur at any time the following points should be followed:

- Put on latex gloves provided in all First Aid Kits.
- Try to stop the bleeding by applying pressure to the wound with a dry sterile dressing.
- Try to keep the person as calm as possible.
- Ensure there are 2 responsible adults with the injured party so that if assistance is needed in any way one can remain with the person at all times.
- Deal with any spillage immediately, using disposable items such as cloths, paper towels which can be thrown away after the spillage is cleaned up. Clean the area thoroughly using diluted bleach 1 part bleach to 10 parts water.
- Ensure all non injured parties are being cared for and reassured appropriately about what is happening.
- Replace a sterile dressing on the child/adult.
- Hands should be washed and dried thoroughly after the child/adult is cared for and any bleeding has stopped.
- If bleeding starts again new gloves must be put on to prevent infection.
- If you feel medical assistance is required call 999 and ask for an ambulance. If they need assistance but not as an emergency, inform the parents and advise them to visit their local A&E.
- If ever in doubt always phone for an ambulance, especially in the case of children.
- If medical assistance is needed you must inform the GCB appointed County Safeguarding Officer within 14 days that the incident occurred on mobile: 07852 815430 or email: countysafeguarding@glosccc.co.uk
 - **For severe bleeding, a Bleed Kit is situated on the balcony in a red box. If used, please inform the CSO so a replacement can be sourced**