

## Northwood Cricket Club

### Emergency Procedures for Serious Accidents/Injuries



#### **IMMEDIATE ACTIONS**

- Act swiftly but stay calm
- Assess the situation: are there any dangers to yourself or the injured person?
- Listen to the injured person, reassure them and try to keep them calm and stop them going into shock.
- Alert a first aider (team captain, vice-captain, coach or other qualified person) who should take the appropriate measures for the injury and should aid an injured person with minor injuries. Team captains, vice captains and qualified coaches have first aid kits.
- In the event of a serious injury then the emergency services must be called. This should be done by another person, not the first aider who should stay with the injured person. The first aider should dispatch an individual to the main gate to signal the entrance to the ambulance.
- A person with major injuries should not be moved but should be reassured until the emergency services arrive.
- Make sure that the rest of the group is adequately supervised and that everybody is aware of what is being done.
- Contact the injured person's immediate family or parents/guardians where appropriate

#### **AFTER THE INCIDENT**

- An Incident /Accident Report Form (blank forms are available in the Northwood Cricket Club Accident Report Folder located in the Club pavilion) must be filled in by the Responsible Person (either the coach in charge, the relevant team captain or the person taking charge of the incident) and kept as a record of the injury or loss.
- The Responsible Person must insert the completed Incident/Accident Report Form into the Northwood Cricket Club Accident Report Folder. This must be done before the Responsible Person leaves the club on the day of the Incident/Accident.

#### **FOLLOW UP ACTIONS**

- If the Responsible Person has made changes, has arranged for changes to be made or believes others should make changes to prevent a recurrence of the Accident/Incident, he/she must complete a Follow Up Action Report (blanks of which are available in the Accident Report Folder) and send a copy to the Club Welfare Officer. A Follow Up Action Report should be completed when a near-miss that could have had severe consequences has occurred.
- The Club Welfare Officer will liaise with appropriate General Committee Members regarding the urgency of any outstanding Follow Up action necessary and will report progress at the next Northwood Cricket Club General Committee meeting. The Follow Up Action Report must be signed off by a Committee Member when the Committee is satisfied that any residual risk is as low as reasonably practicable.

## Northwood Cricket Club Incident/Accident Report Form

<b>Name of Injured Person or Description of Loss:</b>	
<b>Address of the Injured Person, if known:</b>	
<b>Date and Time of Incident/Accident:</b>	
<b>Site where the Incident/Accident took place:</b>	
<b>Name of Person in Charge of Session/Event:</b>	
<b>Give brief details of what happened, where the incident/accident took place and what injury or loss, if any, was incurred.</b>	
<b>Give full details of the action taken including any first aid treatment and the name(s) of the first aider(s)</b>	
<b>What happened to the injured person following the incident/accident? (E.g. went home, went to hospital, carried on with session)</b>	
<b>Describe what activity was taking place e.g. Training, Match etc</b>	
<b>Was any parent/guardian or family member contacted? Yes.... No.... (If Yes, please give details)</b>	
<b>Has a Follow up Action Report been prepared? Yes..... No.....</b>	
<b>Reported by:</b>	
<b>Signature:</b>	
<b>Date Of Report:</b>	

**To be completed by relevant coach, team captain or person taking charge of incident**

## Northwood Cricket Club Accident – Follow Up Action Report

<b>Person(s) Involved</b>	
<b>Date of Accident/Incident</b>	
<b>Nature of Accident/Incident</b>	

<b>Has the cause of the accident/incident been investigated?</b>	<b>YES</b>	<b>NO</b>
<b>Has the cause of the accident /incident been removed?</b> If No, describe any immediate mitigation that has been put in place .....	<b>YES</b>	<b>NO</b>
<b>Was the accident/incident due to insufficient training?</b>	<b>YES</b>	<b>NO</b>
<b>If yes, has the correct training been given or arranged?</b>	<b>YES</b>	<b>NO</b>
<b>Was the accident due to faulty equipment or facilities?</b>	<b>YES</b>	<b>NO</b>
<b>If yes, have the steps now been taken to rectify the situation?</b>	<b>YES</b>	<b>NO</b>
<b>On a scale of 1 – 10 what do you rate the likelihood of the accident reoccurring?</b> 1 – Never      10 – Often		
<b>Explain what action you have taken to prevent this type of accident occurring again:</b>		
<b>Explain what action you believe should be taken by others to prevent this type of accident/incident from occurring again:</b>		

<b>Signed</b> _____	<b>Date</b> _____
<b>Print Name</b> _____	

<b>Where action was recommended to be taken by others, describe what has been done.....</b> ..... ..... <b>Signed</b> _____ <b>(Committee Member)</b> <b>Date</b> _____
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To be completed by relevant coach, team captain or person taking charge of incident and a copy sent to the Club Welfare Officer

# Northwood Cricket Club



## Emergency Contact Numbers

### Police

Ruislip Police Station  
The Oaks  
Ruislip  
HA4 7LE

0208 721 2547

Rickmansworth Police Station  
Rectory Road  
Rickmansworth  
WD3 1FJ

0845 330 0222

### Doctors

Eastbury Surgery  
3 Eastbury Road  
Northwood  
HA6 3BG

01923 845945

Acre Surgery  
Acre Way  
Northwood  
HA6 1TQ

01923 820844

### Hospitals

#### **Minor Injuries**

Mount Vernon Hospital  
Rickmansworth Road  
Northwood  
HA6 2RN

01923 826111

- Turn left out of gate.
- Turn left at Traffic Lights.
- Entrance is at the top of the rise on the left hand side of road.

#### **Accident & Emergency**

Watford General Hospital  
60 Vicarage road  
Watford  
WD18 0HB

01923 244366

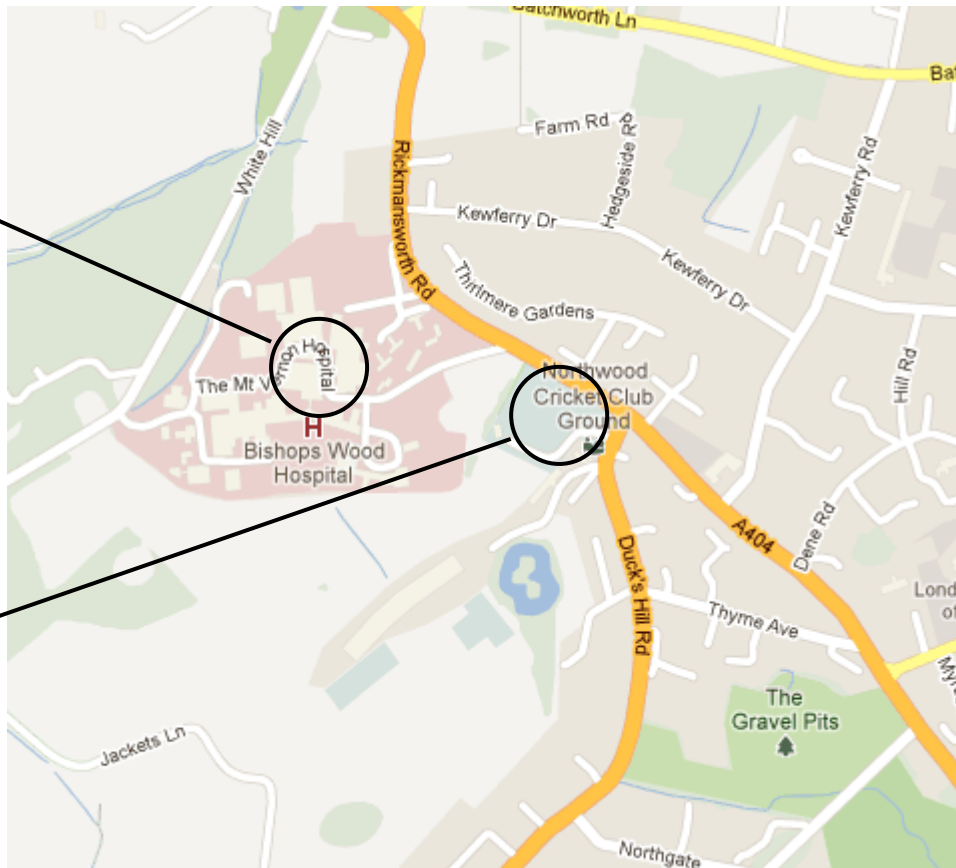
- Turn left out of gate.
- Turn left at Traffic Lights.
- Continue for 1.5 miles and turn right at roundabout at bottom of long downward incline onto Moor Lane, A4145.
- Road becomes Tolpits Lane after a mile.
- Continue for 3.5 miles and follow A4145 into suburban Watford
- Follow A&E Hospital signs
- Hospital is on right hand side of road

# Northwood Cricket Club Hospital Locations



**Mount Vernon Hospital  
Rickmansworth Road  
Northwood  
HA6 2RN**

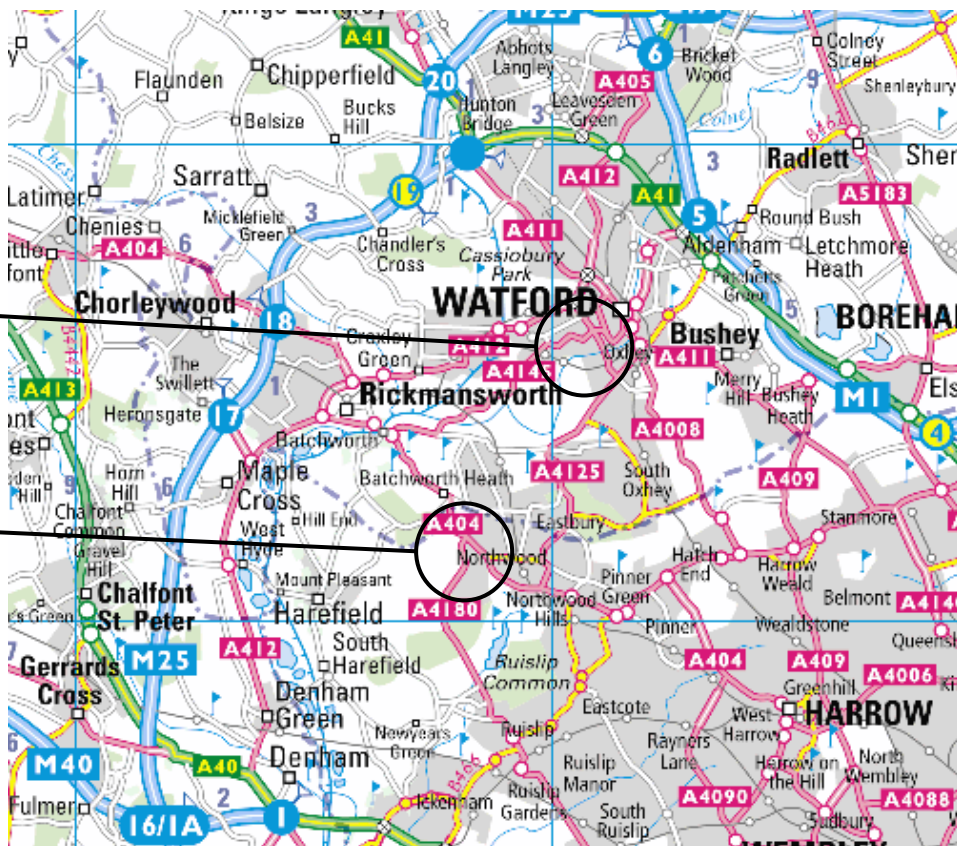
**01923 826111**



**Northwood CC**

**Watford General  
Vicarage Road  
Watford  
WD18 0HB**

**01923 244366**



**Northwood CC**