

## 3.4.3 Guidelines for Incident or Accident



1. Stay calm but act swiftly and observe the situation. Is there any danger of further injuries?
2. Listen to what the injured person is saying.
3. If the injury is minor, alert your first aider to take appropriate action.
4. If the injury requires specialist treatment, call the emergency services.
5. Deal with the rest of the group and ensure that they are adequately supervised.
6. Do not move someone with major injuries. Wait for the emergency services.
7. Contact the injured person's parent/guardian
8. Complete an incident/accident report form.

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

Club name	Clarkston Bowling & Tennis Club
Address	127 Eastwoodmains Road, Clarkston, Glasgow
Post code	G76 7HD
Telephone no.	0141 638 1155