



# Odiham & Greywell Cricket Club

King Street, Odiham, Hampshire RG29 1NF - Tel: (01256) 703302



## Guidelines for dealing with an incident/ accident

- Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
- Listen to what the injured person is saying.
- Alert the first aider who should take appropriate action for minor injuries.
- In the event of an injury requiring 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 medics.
- Contact the injured person's parent/carer.
- Complete an incident/accident report form.

## Incident/accident report form

Site where incident/accident took place:	
Name of person in charge of session/competition:	
Name of injured person:	
Address of injured person:	
Date and time of incident/accident:	
Nature of incident/accident and extent of the injury:	
Give details of how and precisely where the incident/accident took place. Describe what activity was taking place, e.g. training game, getting changed, etc.	
Give full details of the action taken including any first aid treatment and the name(s) of the first aider(s):	
Were any of the following contacted:	Police:            Yes <input type="checkbox"/> No <input type="checkbox"/> Ambulance:        Yes <input type="checkbox"/> No <input type="checkbox"/> Parent/carer:      Yes <input type="checkbox"/> No <input type="checkbox"/>
What happened to the injured person following the incident/ accident? (e.g. went home, went to hospital, carried on with session)	
<b>All of the above facts are a true and accurate record of the incident/accident.</b>	
Name: _____ DATE: _____ Signed: _____ OGCC representative	
Name: _____ DATE: _____ Signed: _____ Parent/Carer	
Copies to: _____	

### Data Protection.

The Club will use the information provided in this Incident / Accident Form (together with other information it obtains about the player) to administer his/her cricketing activity at the Club and in any activities in which he/she participates through the Club and to care for and supervise activities in which he/she is involved.

In some cases this may require the Club to disclose the information to County Boards, Leagues and to the England and Wales Cricket Board. In the event of a medical issue or child protection issue arising, the Club may disclose certain information to doctors or other medical specialists and/or to police, children's social care, the Courts and/or probation officers and, potentially to legal and other advisers involved in an investigation.

**As the person completing this form, you must ensure that each person whose information you include in this form knows what will happen to their information and how it may be disclosed.**

*In the event of an incident / accident occurring through insufficient training or faulty equipment / facilities, the follow up action taken should include the completion of a Risk Assessment.*