



Emergency Procedures for Dealing with Injuries and Accidents and for Recording Incidents, Accidents and Outcomes

Incident Book

1. The Club holds an incident book in the Home changing room at the ground in which all injuries or accidents are recorded. Recording is the responsibility of the captain of the Club side or, in his absence for any reason, any other member of the Committee playing in, or officiating at, the match or net session.
2. All injuries and accidents so recorded are reported as soon as is practically possible to:
 - (a) the Welfare Officer
 - (b) the Secretary.

This reporting is the responsibility of the captain or any other member of the Committee playing in, or officiating at, the match or net session.

3. Where medical treatment is provided at the ground, the details are recorded in the incident book so that the First Aid kit can be replenished and any required report made to the Club's insurers.
4. Where the injury or accident requires hospital or other medical treatment away from the ground, this is recorded in the incident book. It is the responsibility of the captain or member of the Committee present to inform relatives of the individual as appropriate. The Welfare Officer is responsible for recording the outcome of the medical treatment away from the ground.
5. The Welfare Officer will provide a summary of injuries and incidents on a regular basis to the Committee together with recommendations for any improvement in safety conditions or procedures to seek the avoidance of any repetition.
6. The Welfare Officer and the Secretary will review and, if appropriate, revise these procedures at the beginning of each season and at such other times as required.
7. All emergency numbers for doctors, hospitals and directions are kept on the notice board in the Home changing room and are available on the Club website.

June 2013