
DURHAM \$U

**Emergency
procedure**

Emergency procedure

Emergency number: 0191 3343333 (24 hours a day)

Email: dsu.reception@durham.ac.uk (checked Monday – Friday 09:00-16:30)

Durham Students' Union: 0191 334 1777 (Monday – Friday 09:00 – 17.00)

Applies to: All student groups within Durham Students' Union including societies, associations and DUCK.

Risk Assessments

Activity organisers have a duty of care towards their participants and have a responsibility to ensure their health and safety. Durham Students' Union requires all student groups to complete a risk assessment when organising an event which is not part of their general activity or where their general activity is categorised as a medium or high risk.

(See Risk Assessment Procedure for more details)

First Aid

If your student group participates in activities in which you will be in remote areas (e.g. hill-walking) it is expected that you will have at least one trained first aider at each event. Training can be provided through the Students' Union.

The Union should be kept updated on current First Aiders and this information must be included in risk assessments relating to planned activities. First Aid kits are available from reception to be signed out by the Exec of any registered society.

Incidents/accidents in the Students' Union

Where an incident or accident occurs in Dunelm House please contact Reception between 9am and 5pm. Outside of these hours, the bar manager (based in Riverside café).

If first aid is required they will arrange this for you. Once the situation has been dealt with by staff members you will be asked to fill in the relevant forms.

Incidents/accidents outside the Students' Union

The following process should be followed in the event of an incident or accident during a student group activity or event:

1. Assess the situation calmly and, using your common sense, decide on a safe course of action.
2. If there is a minor injury, a trained first aider from your group or a first aider at the venue should attend the
 1. Injury and make a decision about further action to be taken.
 2. In the event of a serious injury, the designated first aider or the activity leader should arrange for the

3. Emergency services to be called by dialling 999. Be prepared to give them as much information as possible about the condition of the casualty and to follow their instructions.
4. Where you are in an isolated area, ensure the safety and welfare of the rest of the team and do not leave any participant by themselves. If the group splits up, ensure there is an understanding of responsibilities.
5. Where a casualty is taken to hospital, it is advised that another member of the group should accompany them and the remaining members of the group should return home by the pre-arranged mode of transport.
6. At the first safe and reasonable time, Durham Students' Union must be notified of the situation, any actions taken and any plans implemented to deal with the situation. For any minor accidents where no support is needed from the Union and it is only necessary to report the incident/accident please email your completed form to dsu.reception@durham.ac.uk . To report a serious accident or when support is needed please call **University Security on 0191 3343333 (24 hours a day)**. University security will record all information and ensure this is passed to the relevant Union staff member.
7. When notifying University security that an accident has occurred provide them with a telephone number of where you are calling from in case you get cut off and be ready to provide the following information:
 - Your name, your student group and where you are calling from
 - The name of the activity involved and your location
 - A brief description of the incident
 - The name(s) and number of students involved in the accident/incident
 - The name of the hospital where any casualties have been taken
 - The name and badge number of any police officers in attendance
8. Where a serious incident or fatality has occurred involving a student it is the role of the police to inform relatives.

It is essential that no members of the group speak to the media or contacts relatives to inform them of an accident.

You must also ensure that you do not give any information to anyone, other than the Union or University staff members who are dealing with the incident.

Unofficial statements may affect proceedings if there is any resulting legal action against trip organisers or Union officials.