



# Accident and Emergency Guidance

## Purpose

This document details guidance for dealing with accidents or medical emergencies at HORLEY LAWN TENNIS CLUB (HLTC).

## Accident and Emergency Guidance

When dealing with an incident/accident

- Stay calm but act swiftly and assess the situation. Is there any danger of further injuries?
- Enlist other uninjured persons to assist you. Defer to anyone who has experience of dealing with such emergencies, and assist them.
- Listen to what the injured person is saying
- If the injury is minor, alert a first aider to take appropriate action
- If the injury requires 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 services
- Contact the injured person's parent/carer
- Complete an incident/accident report form

First aid kits are kept in the Clubhouse behind the bar, in the kitchen and in the coaching store. The Committee is collectively responsible for ensuring they are adequately stocked and maintained in accordance with the "First Aid Containers" paragraphs below. There is no mandatory list of materials that should be kept on a First Aid container but the St Johns Ambulance Approved Code of Practice gives guidance on the minimum content that should be made available where no special risks are involved:

- A guidance leaflet
- 20 adhesive dressings (individually wrapped and assorted sizes)
- 2 sterile eye pads
- 6 triangular bandages (individually wrapped and sterile)
- 6 medium sterile wound dressings (individually wrapped and un-medicated)
- 2 large sterile wound dressings (individually wrapped and un-medicated)
- 6 safety pins
- Sterile wipes
- Disposable gloves

In addition St John Ambulance recommends eye wash, burns treatment, resuscitation masks, and cold packs as possible additions. Note – no creams, lotions, medicines or tablets are permitted.

**First aid containers** (the Committee is collectively responsible for compliance with this section)

- Keep clean and free from dust
- Protect contents from damp
- If possible make accessible, preferably located near to hand washing facilities
- Should be green with a white cross
- Examine regularly and restock after use
- Discard out of date items
- Keep a sufficient supply

Don't forget to record any accident/incident in the combined accident/incident book, which can be found in the document rack on or behind the bar or on the notices table. This should be completed in full and then drawn to the attention of a member of the committee.

### **Accident/emergency contact information**

A list of qualified first aiders is on the Notice Board in the Clubhouse.

Nearest Accident and Emergency Department:

East Surrey Hospital  
Canada Drive  
Earlswood  
Surrey RH1 5RH

Tel: 01737 768511

For advice about injuries or accidents of a less severe nature, please call:

NHS 111 (TelNo 111)

### **RIDDOR**

Certain types of accident/incident must be reported to the Health and Safety Executive in accordance with the RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Guidance is below. In the event of an incident or other occurrence requiring a RIDDOR report the Committee shall collectively appoint one person to make the report.

#### **Types of reportable injury**

- Deaths
- Major injuries
- Over-three-day injuries

#### **People not at work**

- Where a member of the public or person who is not at work has died, or
- Injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital for treatment.

#### **Reportable major injuries are:**

- fracture, other than to fingers, thumbs and toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to hypothermia, heat-induced illness or unconsciousness, or requiring resuscitation, or requiring admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent;
- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;

- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

### **Over 3 day injuries**

This is where an employee or self-employed person is away from work or unable to perform their normal work duties for more than three consecutive days (not counting the day of the accident).

### **Occupational diseases**

Employers and the self-employed must report listed occupational diseases when they receive a written diagnosis from a doctor that they or their employee is suffering from these conditions **and** the sufferer has been doing the work activities listed.

### **Dangerous occurrences**

Dangerous occurrences are certain listed near-miss events. Not every near-miss event must be reported. Here is a list of those that are reportable and are relevant to HLTC:

- collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- electrical short circuit or overload causing fire or explosion;
- any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion;
- collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall;