



ACCIDENT AND EMERGENCY GUIDANCE

These guidelines provide information for dealing with an accident

- a. Stay calm but act swiftly and observe the situation. Is there any danger of further injuries
- b. Listen to what the injured person is saying
- c. If the injury is minor, alert your first aider; if none is available other players will need to take any action they consider to be necessary
- d. If the injury requires specialist treatment, call the emergency services
- e. If necessary, ensure that other players, persons being coached and visitors are safe.
- f. Do not move someone with major injuries - wait for the emergency services
- g. If possible contact the injured player's family, partner, parent or carer. However, the club is unlikely to hold such contact details for everyone who may be on site at any one time.
- h. Complete the incident/accident report form, available in the Health and Safety folder held in the pavilion, or on-line at the Hanley TC website. This should be completed in full, or provide as much information as is known. This will greatly assist the Hanley Committee in taking steps to prevent similar accidents in future.
- i. Hanley Tennis Club, Crouch End Playing Fields, off Park Road

First Aid

"There is no mandatory list of materials that should be kept on a First Aid container but the Approved Code of Practice gives guidance on the minimum content that should be made available where no special risks are involved". (St Johns Ambulance - Approved Code of Practice)

- 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

- 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

1. Keep clean and free from dust; avoid
2. Protect contents from damp
3. If possible make accessible, preferably located near to hand washing facilities
4. Should be green with a white cross
5. Examine regularly and restock after use. Discard out of date items

Accident/emergency contact information

999 or 112 is the number to be used to contact the emergency services upon witnessing or being involved in an **emergency**. In the United Kingdom, the numbers 999 and/or 112 both connect to the same service, and there is no priority or charge for either of them.

An emergency can be:

- A person in immediate danger of injury or whose life is at risk
- Suspicion that a crime is in progress
- Structure on fire
- Another serious incident which needs immediate emergency service attendance

An A4 poster outlining names and contact details of First Aider(s), plus address and number of the nearest A&E is posted at the Clubhouse showing:

1. A list of qualified first aiders. Note that at some tennis sessions there may be no first aider present, and members will have to deal with minor injuries as they see fit. For example by taking someone to their home.
2. Royal Free Hospital A&E (open 24/7) Pond St, Hampstead, London NW3 2QG
3. Wittington Hospital A&E, Magdala Ave, London N19 5NF (off Highgate Hill and near to Archway underground station)

HANLEY TENNIS CLUB: Report, Incident or Accident Form

Name of committee member/senior player on site	
Location on Hanley TC site, or its approaches, where incident /accident took place; for example: at the service line of court 3, furthest from the clubhouse.*	
Date, day and time of report/incident/accident *	
Name of injured person	
Address of injured person	
Nature and extent of injury	
State "Accident" or "Incident"	
Give details of how and where the incident occurred.	
Describe what activity was taking place, e.g. training/game, getting changed, in the kitchen, maintenance by volunteers, approaching/departing the club on foot or by bike/car.*	
Give full details of action taken during any first aid treatment and if applicable the name of first aider	

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Were any other family members, partners, parent(s) or carer of the contacted? Yes or No	
Police	
Ambulance	
What happened to the injured person following the incident/accident? e.g. carried on playing, carried on with the coaching session, went home, went to hospital	
All of the above facts are a true record of the report, accident or incident	
Name *	
Signed	
Date*	
In the event of an incident/accident relating to training or faulty equipment/facilities, follow up action should include informing the committee of the incident/accident in line with the place to play maintenance policy. Details of how to do this can be found on the website as well as the club notice board.	

999

Emergency

111

*national
non-emergency
medical number*

112

*Emergency number.
112 will work on any
mobile phone anywhere
in the world.*

101

*non-emergency
number for the
police*