

# Guidelines for dealing with an incident/accident

- Stay calm but act swiftly and observe the situation. Is there any danger of further injuries?
- Listen to what the injured person is saying.
- If the injury is minor, alert your 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.

## Full address / contact details of the club in case of an emergency:

Club name	HESWALL LAWN TENNIS CLUB
Address	QUARRY ROAD EAST, HESWALL
Post code	CH60 6RB
Telephone no.	0151 342 1775

