



Guidelines for dealing with an Incident/Accident updated annually - 03/03/2017 - Safety Procedures.

- ✓ Stay calm but act swiftly and observe the situation.
Is there danger of further injuries?
- ✓ Listen to what the injured person is saying.
- ✓ Alert the first-aider who should take appropriate action for minor injuries.
- ✓ In the event of an injury requiring 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 medics.
- ✓ Contact the injured person's parent/carer.
- ✓ Complete an incident/accident report form.

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In the event of a fire, work within the guidelines of the Leisure centre and exit the building in an orderly fashion with your coach to the allocated place assigned by the Centre, and to take a register. Check all toilets.

No child under the age of 18 must attend the toilet alone.

A DBS allocated coach will take children to the toilet but please ensure they have also been before they arrive to avoid disruption to the lesson.

A safe and orderly dispersal will be operated.

Parents, please pick your children up from inside the gym as we cannot permit minors leaving on their own.

Coaches to carry accident books to all classes and first aid box.

We operate a non spectating policy for safeguarding reasons, but we do shows for parents to see progress.

Updated safety procedures 03/03/2017

Amanda Wadman – Manager