

## Appendix 4:- Information for QE2 Activity Centre Staff

# Accident and Emergency Procedure

## ASSESS

- Assess the Situation
- Protect the party from further injury moving them to a safe area. Use visiting staff where appropriate to stay with the group.
- Get help from colleagues if possible.

## CALL

- Call emergency services as appropriate
- Provide them with as much information as possible.

## ACTION

- Render First Aid as appropriate
- If off site contact the centre to inform them of the situation.
- Use staff to direct emergency services to the incident.
- Render assistance, as appropriate and/or able, to emergency services as required, including provision of the emergency information pack.

With emergency services dealing with the incident, make arrangements for the groups, and subsequent groups which could be affected, contact the organisation the group are from (school, day service etc) to inform them of the situation

## REPORT

- Create a log of the incident with approximate timings and details of any associated communications. Complete accident / incident report forms.
- Maintain contact with the group leader or other responsible party to keep informed of any developments.
- Report incident to appropriate organisations (HSE, RIDDOR, AALS etc)

Leave all equipment as it was at the time of the incident.

Review the incident, lessons learnt.