



# READING ATHLETIC CLUB

In the event of any injury/emergency the following procedures must be adhered to.

- 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/next of kin.
- Complete an incident/accident report form.
- Complete the accident book.
- In the event of a fire alarm sounding all athletes, coaches and parents must obey the instructions given by Reading Borough Council staff and also make themselves aware of any emergency instruction displayed at Palmer Park.
- Whenever any coaching group is absent from the training ground (Palmer Park) on recognised training nights then coaches should ensure they are aware of any emergency regulations covering the venue where they are training.
- If the training group is absent from the training ground (Palmer Park) and not attending a manned venue then the coach must
- ensure there is access to a public/mobile telephone in case of any emergency.