



## Emergency Procedures

Bikeability provider name: Amber Valley School Sport Partnership

Bikeability provider ID: 113033

Reviewed by: Mark Ozenbrook (Charity Lead)

### 1. General Statement

Most incidents can be avoided by good planning and organisation of the activity, risk assessing the activity/training in advance to identify and deal with hazards and by going through ground rules at the start of sessions with riders.

Any incident, however apparently minor, should be reported to the school and/or parent as soon as possible, and certainly on return from the session. An incident report form must be completed. All incidents should be reported to the provider manager Mark Ozenbrook.

### 2. Responsibilities

Mark Ozenbrook will make sure that all employees are aware of this procedure and communicate its contents at regular intervals. They will also commit to reviewing this policy annually.

### 3. Being prepared to deal with an incident

All instructors/mechanics/volunteers responsible for the delivery of activities off-site must carry the following

- a charged mobile phone with credit
- contact telephone numbers in case of an emergency including:
  - Office number and mobile number of at least two senior staff
  - Emergency contact number for the individual riders or the group
  - Completed register including any medical information for riders
  - School number
- a copy of the site and route risk assessment
- an incident reporting form
- a first aid kit
- a basic tool kit
- a pen/pencil

### 4. Incident procedures – general guidance

If there is an incident it is **the responsibility of the individual leading the activity** to take appropriate action and deal with the incident effectively.

In the event of any kind of incident, regardless of the gravity the person leading the activity should:



- Keep calm but stop the session immediately.
- Assess the situation and take action to safeguard yourself and riders.
- If necessary, ask riders to dismount their cycles and move safely onto the pavement or nearest safe area.

## 4.1 Dealing with minor incidents

Assess the injury: If a rider has a slight incident that does not result in injury or results in slight injury (a knock, very small cut, a graze, bruising, etc.) inspect the injury, apply First Aid if necessary and reassure the rider.

Decide in discussion with the rider and other staff present if the rider is able to continue with the activity or not. Agree whether:

- the rider should re-join the session
- the rider should sit out for a short while until ready to re-join the session
- the rider should return to base (where working off site)

If returning to base, the instructor should assess if it is appropriate for the rider to return alone or needs to be accompanied (this will depend on the age, ability of rider and nature of the incident).

## 4.2 Dealing with serious incidents

If a serious incident occurs in which a rider loses consciousness (even momentarily), breaks a limb or suffers a severe cut, bruising or other injury.

You must:

- Give clear and firm direction to other riders to ensure they move to and remain in a safe place as soon as possible. If other adults are present in the group, ask them to help by giving them specific tasks e.g. supervising children to ensure they keep safe; directing traffic where appropriate; alerting emergency services.
- Make the injured person safe. When out cycling this may involve stopping traffic and diverting it around the casualty.
- Call **999** and ask for an ambulance or paramedic. If another vehicle is involved ask for the police to attend too.
- Administer First Aid if appropriate. If in doubt await professional help/follow instructions given by emergency services over the phone.
- Contact the school or parent as soon as possible to inform them of the incident
- Talk reassuringly to the person until help arrives.
- Discuss the incident with the group and reassure the group

**Do not** attempt to move the injured person unless they are in imminent danger.

**Do not** allow the other riders to crowd the injured person.

**Do not** allow the injured person to move around more than necessary.



## 4.3 Dealing with incidents where no injury occurs

There are occasionally incidents that are undoubtedly serious, even though no-one is injured. These include events such as altercations with a member of public, or aggressive or threatening behaviour of a rider or if the person responsible for the activity doesn't feel in control of the situation.

In these situations, you should consider the following actions:

- Stop all activity
- If away from base, you might want to move the group to a quiet place
- Keep calm to ensure the situation doesn't escalate
- Discuss the incident with the group and reassure the group
- Consider returning / ending the activity

Such incidents should be recorded.

## 4.4 Incidents involving a third party

If an incident involves a third-party e.g. a motor vehicle/bicycle/pedestrian/the Instructor must try to get the following information:

- The name and address of the driver/cyclist/pedestrian
- Registration number of the vehicle if relevant
- Insurance details
- Names and addresses of any witnesses

All incidents involving motor vehicles should be reported to the police within 24 hours of the incident.

## 4.5 Incidents involving loss or damage to property or equipment

If some damage has occurred to property or equipment or it is lost or stolen you should:

- Talk with the riders and reassure that you will investigate the matter
- Report the incident to the school/parent
- Fill an incident report form

## 5. Following an incident

Ensure safe return of the other riders to school or base, walking back if they are too upset to ride. If the site is some distance from school try to phone a contact at the school to advise of a delay in returning.

On return to the school inform the contact of the incident if you have not already done so. The school will notify a parent or guardian as necessary. If holiday/after school course, the instructor must contact the parent/guardian directly as necessary.

An incident report form should be completed as soon as possible following an incident, including near misses.

# Amber Valley School Sport Partnership CIO

[www.avssp.co.uk](http://www.avssp.co.uk) @ambervalleyssp

*...Making a difference....*



## **6. Review of practices following an incident**

After a serious incident the provider will review its practice, including a review of risk assessments made during the incident, health and safety policies and Bikeability delivery.