



## **Lincoln Orienteering Group**

### **Guidelines for dealing with an Incident and/or Accident**

**Effective from 13 August 2009**

Stay calm but act swiftly;

- Look around you, 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 others in the area, if you are responsible for others ensure that they are adequately supervised.
- Do not move someone with major injuries. Wait for the emergency medical staff.
- Contact the injured person's parent/carer/partner/travelling companions as quickly as circumstances permit.
- Complete an incident/accident report form and send this immediately to the BO. There is a BO incident/accident report form which is available to be downloaded from the BO website. Pass a copy of the completed form to the club secretary.

Chairman  
Lincoln Orienteering Group