



## Accident Report Guidelines

HBARG  
Version 3  
February 2023  
Page 1 of 1

**Document reviewed and accepted by Committee of Harlequin Bowmen**

### **GUIDELINES FOR DEALING WITH AN INCIDENT/ACCIDENT**

#### *Harlequin Bowmen*

In the event of an incident or injury involving club members please follow these guidelines:

- Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
- Listen to what the injured person is saying.
- Alert a first aider who should take appropriate action for minor injuries.
- In the absence of a first-aider it may help to dial NHS Direct for simple advice on treatment.
- 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.