



## APPENDIX 5              MCofS Emergency procedures

### **MCofS Emergency Procedures**

(Incident, Accident and Near-Miss procedures for MCofS staff and volunteers)

#### **1. Information you must have prior to the event to assist you**

- Participants names, addresses and telephone numbers.
- Knowledge of any relevant medical conditions for all participants.
- MCofS Officer emergency contact numbers – see below.
- Completed Parental Consent Form for every participant under 18years of age.

#### **2. What is an Emergency**

Emergencies may be fractures, food poisoning or a fatality or any other illness requiring immediate medical attention. A young person going missing or having to remove someone from an event are also emergencies. The following procedures should be followed:

- Make sure that as a result of the incident other participants or competitors are safe.
- Ascertain the nature and extent of the emergency.
- Ensure that an appropriate person renders any necessary first aid.
- Assess if the activity can still continue to run.
- If necessary call the emergency services by dialling 999 (or appropriate number for the country if abroad - ensure you know this).

#### **3. Types of Incidents, Accidents and Near-Misses**

For the purpose of this guidance incidents are divided into 'Minor' and 'Major'. Minor incidents are of a less serious nature which could ordinarily be dealt with by those responsible on the event. Major incidents are those that need the emergency services or a hospital visit. More detailed guidance on this distinction is given below:

##### *3.1 Minor incidents, accidents or near-misses*

First aid providers must use their discretion as to whether an accident can be called minor. Any case requiring a visit to hospital should not be regarded as minor. In all cases involving young people under 18yrs, where first aid treatment is given, or there has been a bang to the head, the parent or guardian must be informed of the incident and any treatment given. A 'near-miss' is an incident where no one is injured but the incident gives cause for concern. Minor incident near-misses include a climber swinging badly and impacting with the rock or wall, an awkward fall onto a mat, equipment or rocks falling on or near a climber without causing injury. At a competition, problems with spectators and queuing may give cause for concern and could be regarded as a minor incident.

##### *3.2 Major incidents, accidents and near-misses*

Any incident requiring the emergency services to be called must be considered a major incident. All fractures and any injury requiring hospitalisation or a direct visit to hospital is regarded as a major incident. A young person under the age of 18yrs going missing, or having to remove someone from an event are also major incidents. Any near miss resulting in a ground fall from a route is a major incident.

#### **4. Informing the Event Co-ordinator**

The Event Coordinator should be informed of any incident, accident or near-miss as soon as possible.

#### **5. Informing the MCofS**

- For **minor** incidents, accidents and near-misses: when there is a MCofS officer at a meet or at an event, inform them as soon as possible. The officer will then inform the MCofS office. If no MCofS officer is present call the MCofS office direct and inform them of the incident.
- For **major** incidents, accidents or near-misses: call The Development Officer (if not attending the event) or the Senior Officer at the MCofS immediately their contact details are given, on the following sheet.
- For **all** incidents, accidents and near-misses the MCofS Incident, Accident and Near-Miss Form at the back of this document must be filled in and returned to the MCofS office as soon as possible.

Incidents regarded as Child Protection issues should be dealt with according to the guidelines set out in the MCofS Child Protection Policy and Guidelines, available from the MCofS office and website.

# MCofS Emergency Procedures

(Youth Events)

In the event of an incident, accident, or young person going missing follow the procedures set out in the accompanying flow charts:

1. MCofS Accident and Incident Procedures
2. MCofS Procedure for Missing Youth Participants

AND:

Complete and return the attached MCofS Incident, Accident and Near-Miss Notification Form

If there is an incident regarding child protection then follow the guidance in the MCofS Child Protection Policy and use the sample Incident Record Form appended to that document.

## GENERAL GUIDANCE

Should an incident occur, please follow the guidelines below:

- Remain calm and polite and do not make any statement to the press (other than the absolute minimum facts that an accident has occurred) unless the full facts of the incident are known.
- Do not release the names of those involved.
- Advise people not to contact others about the incident until the MCofS and parents/carers have been informed.
- Try to identify alternative phone numbers at home as other lines will quickly become jammed once the media are involved.
- Write down all relevant details while still fresh in the memory and keep a record of names and addresses of witnesses for the MCofS Incident, Accident and Near-Miss Form.
- Keep any equipment involved in the incident in its original condition.
- Do not move anything unless necessary for the casualty's well being.
- Liability for an accident, fatal or otherwise must never be admitted to a third party.
- Be mindful that if the words 'no comment' are used to a journalist, they may assume the worst possible interpretation of events is true.
- Do not attempt to apportion blame to anyone or anything.
- In the case of a major incident the MCofS office will arrange to contact parents, if they are not present, as soon as possible. In the case of a very serious incident such as a fatality the police and emergency services may undertake this.
- Ensure that a witness is present if you are discussing the incident with a parent or relative. Parents have no right to see anyone involved who does not wish to see them.
- Do not make comments about the MCofS.
- Requests for information on the incident should be directed to the MCofS Office.

## MCofS CONTACTS

### **Main Office:**

- Main Contact number 01738 493 942

### **Senior Officer / Child Protection Officer**

- Direct Line 01738 493 947

### **Development Officer**

- Direct Line 01738 493 946

# MCofS Incident, Accident and Near-Miss Notification Form

## Initial Verbal Notification

A verbal notification and brief account of the circumstances of the incident must be given to the MCofS office as soon as possible after the accident or near miss. If the accident or incident is deemed serious i.e. involves an overnight stay in hospital, or worse, the Senior Officer will make himself available to support the Development Officer (*Event Coordinator*) or volunteer involved in coordinating the event. In making a verbal notification to the MCofS the following information should, if possible, be given:

- Your name
- Nature, date and time of the incident
- Location of the incident
- Name of casualty or casualties and details of injuries
- Names and telephone numbers, if necessary of other individuals involved
- Action taken so far
- Telephone numbers for future communication

## Written Notification

Secondly, this form must be filled in and forwarded to the MCofS Office as soon as possible following an incident, accident or near-miss:

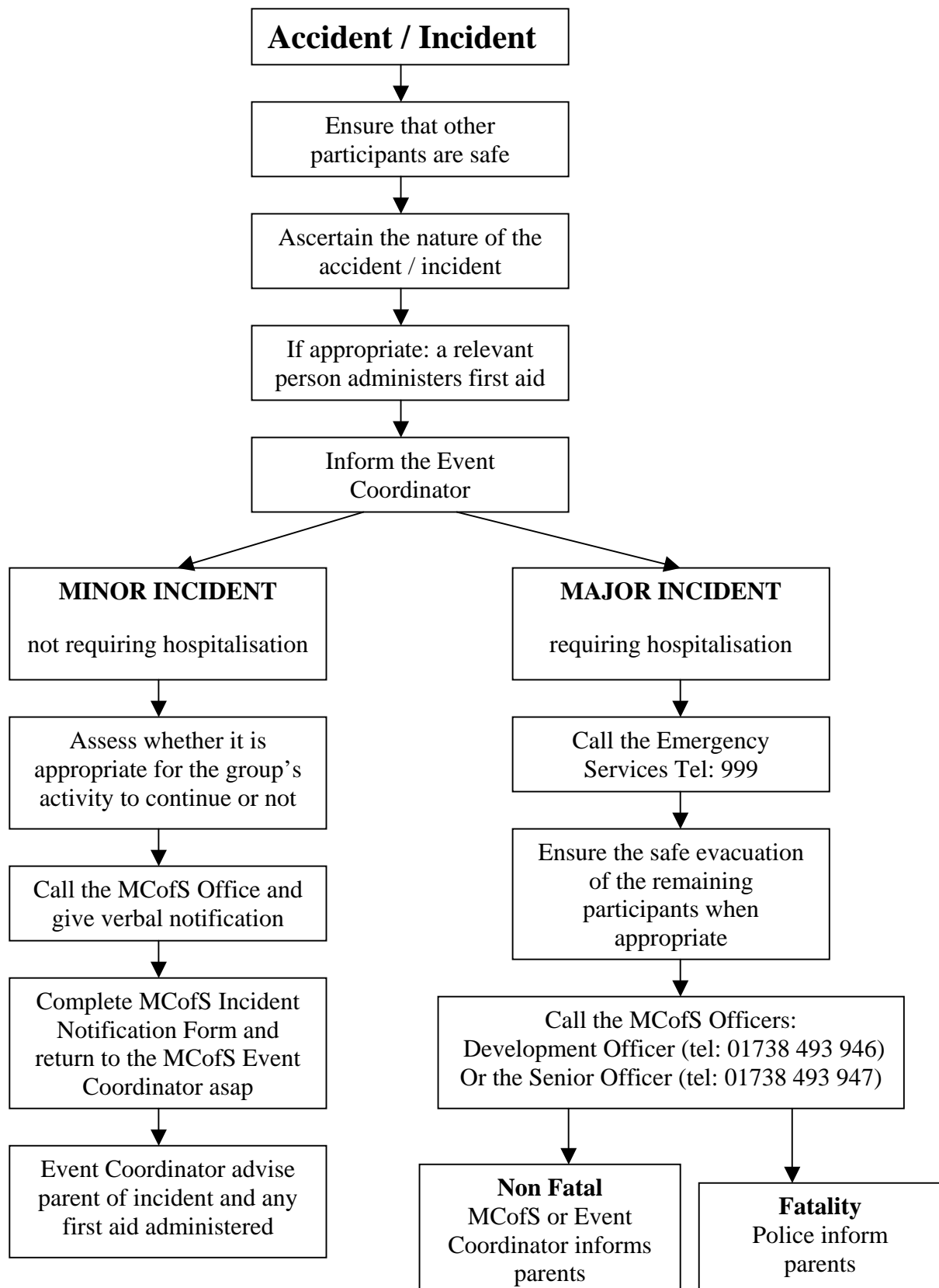
Event	
Date and Time of Incident, Accident or Near-Miss	
Place Incident, Accident or Near-Miss happened	
Name(s) of casualty or Casualties -	
Other people involved	

Description of Incident Accident or Near-Miss	
Description of any injuries sustained by the Casualty or Casualties	
Details of any actions taken to treat the Casualty or Casualties	
Details of actions taken to safeguard the remaining Participants at the event	

**Witnesses:** include details of witnesses to the incident, accident or near-miss (photo-copy this sheet if there are more witnesses). Also, If possible, and on a separate piece of paper, include a signed written statement from each witness.

# MCoFS ACCIDENT & INCIDENT PROCEDURES CHART

The following Flow Chart offers guidance on what to do in the event of an incident



# MCofS MISSING YOUTH PROCEDURES CHART

The following Flow Chart offers guidance on what to do in the event of a young member of an event going missing

