



ACCIDENT PROCEDURE

1. In the event of an injury, judgement should be made by the Person in Charge**, in consultation with a first aid trained person if present, as to whether a visit to a nurse, doctor, or hospital is necessary.
2. If not, treatment will be on the spot first aid. Details of the incident must be entered in the Accident Book for the appropriate location:
 - Office - kept in the Office
 - Members' Lodge - kept in the kitchen
 - Shackleton Lodge - kept in the kitchen area
 - Store Hut - kept in the workshop area
 - Expedition - forms provided in Medical kits and associated documentation.

This applies to **ALL** incidents.

3. If a visit to the nurse, doctor, or hospital was deemed necessary:
 - a) The Group's Director at the Office should be informed as soon as is practicable (015394-33942).
 - b) The Director shall, as required, report the facts to the Group's Safety Officer.
4. In particular, names and addresses of witnesses should be recorded and signed statements acquired, including a statement from the injured person.
5. Any equipment involved in the accident **MUST** be retained and returned to the Group's Office; it may well be required for insurance and legal purposes.
6. An incident may be reportable under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR). The Safety Officer and the Secretary should be informed immediately so that they can decide. If required Form F2508 must be completed and sent to the enforcing authority.
7. Within the UK the following events are included in those reportable under RIDDOR:
 - the death of any person;
 - any person suffering any of the following injuries or conditions:
 - i. fracture of the skull, spine or pelvis;
 - ii. fracture of any bone in the arm or wrist, but not in the hand; in the leg or ankle but not in the foot;
 - iii. amputation of a hand or foot or finger, thumb or toe;
 - iv. the loss of sight of an eye or a penetrating injury to an eye;
 - v. any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours;
8. For Expedition groups this will be the Leader or Assistant Leader or other delegated person. For the Members' Lodge this will be the oldest member present. For outside users of the Group's Field Quarters - Shackleton Lodge, this will be the person booking their use if such person actually attends and uses the Field Quarters with the party or such other person as may be specified by them or appropriately delegated by them.



Distribution: Expedition Leaders, Group Office, Field Quarters - Members' Lodge, Stores Hut, Shackleton Lodge - Kitchen/Dining.

A health centre is available in Ambleside, the nearest hospital is located in Kendal

** The Person in Charge is the person in charge of the party at that time.