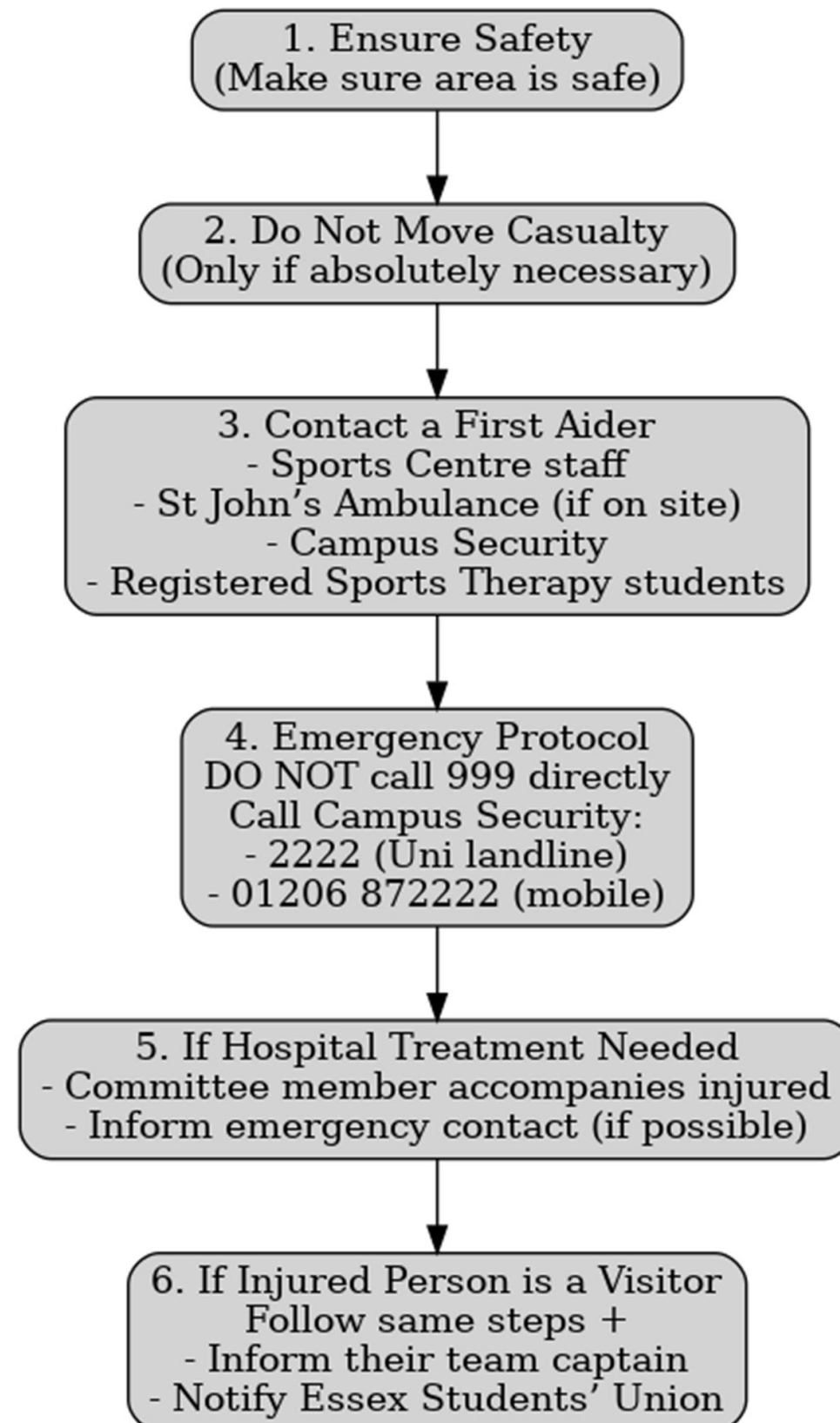


# ACCIDENT REPORT FORM

- If an injury occurs during a training session, match, or event, a Digital [Accident Report Form](#) must be completed.
- If the accident has occurred at a BUCS match at home and an SRES First aider has dealt with the incident, no form is required. The SRES team would have completed it.
- Forms must be completed through typeform. The link can be found on the Sports Toolkit, under the Health, Safety and Wellbeing section.

# SERIOUS ACCIDENT/EMERGENCY PROCEDURE

## IF THE ACCIDENT/ EMERGENCY HAPPENS ON CAMPUS



# SERIOUS ACCIDENT/EMERGENCY PROCEDURE

## If an Accident or Emergency Happens Off Campus

### 1. Call Emergency Services Immediately

Dial **999** for an ambulance, fire service, or police.

### 2. Prioritise Safety

- Do **not** move the injured person unless absolutely necessary.
- Ensure the casualty is comfortable and safe.
- Make sure the rest of the group is out of danger.

### 3. Notify the University

Contact the University Information Desk at **01206 872222** and provide the following:

- Your **name** and **location**
- The **club** or **students** involved
- A brief description of the **incident**
- The **hospital** the casualty has been taken to
- The **name of any police officer** involved (if applicable)





# SERIOUS ACCIDENT/EMERGENCY PROCEDURE



Step	Action	Details
1	Call Emergency Services Immediately	Dial <b>999</b> for ambulance, fire, or police.
2	Prioritise Safety	- Do <b>not</b> move the injured person unless absolutely necessary.- Ensure the casualty is comfortable and safe.- Make sure the group is out of danger.
3	Notify the University	Call University Information Desk: <b>01206 872222</b> .Provide: - Your name & location - Club/students involved - Brief incident description - Hospital name (if casualty taken there) - Name of any police officer (if applicable)
4	If Hospital Treatment is Required	- At least <b>two students</b> should accompany the injured person (ideally a <b>Captain or Committee Member</b> ).- If possible, a club member with a <b>car/driving license</b> should attend.- <b>Travel expenses</b> (e.g., taxi fare) reimbursed with a receipt.
5	Contact Emergency Contact	Captain/Committee Member should notify the student's <b>emergency contact</b> .
6	End of Event	Remaining group should <b>return to campus</b> , keeping <b>phone contact</b> with those at hospital.

