



FIRST AID & INCIDENT REPORTING

(November 2025)

Hartlepool Sportability Club (Charity No. 1057160)

Website: www.hartlepool sportability club.co.uk

INTRODUCTION

Hartlepool Sportability Club is committed to maintaining the highest standards of care, safety, and wellbeing for all members, volunteers, coaches, and visitors. This policy outlines how the club provides first aid, manages medical emergencies, and reports incidents or near misses in line with the **Health and Safety (First-Aid) Regulations 1981** and best practice for community sports organisations.

The purpose of this policy is to ensure that:

- Everyone receives prompt and appropriate care in the event of injury or illness.
- All incidents are properly recorded and reviewed.
- Preventative measures are identified and acted upon.

FIRST AID PROVISION

- A **qualified First Aider** will be present at every club session or event.
- First aid kits are available at the **Headland Sports Centre** and are checked regularly to ensure contents are in date and complete.
- Emergency contact numbers and first aid locations are displayed clearly at the venue.
- All First Aiders will be familiar with the procedures for contacting emergency services.

RESPONSIBILITIES

MANAGEMENT COMMITTEE

The Committee is responsible for:

- Ensuring appropriate first aid provision at all times.

- Maintaining up-to-date training records for qualified First Aiders.
- Keeping an overview of incident reports to identify recurring issues.

COACHES AND VOLUNTEERS

Coaches and volunteers are responsible for:

- Knowing the location of first aid kits and emergency exits.
- Responding calmly and promptly in the event of injury or illness.
- Reporting all accidents or incidents immediately after the session.
- Assisting First Aiders when requested and ensuring the area is made safe.

FIRST AIDERS

Designated First Aiders will:

- Administer first aid in line with their training and the needs of the injured person.
- Record details of all treatment given on an accident form and uploaded to HBC database.
- Contact emergency services when required and ensure the next of kin or carer is informed.
- Report any serious injury or illness to the committee for follow-up action.

EMERGENCY PROCEDURES

In the event of a serious injury or medical emergency:

1. Stop the activity immediately and ensure the area is safe.
2. A qualified First Aider should take charge.
3. If necessary, call **999** for emergency medical assistance.
4. Do not move the injured person unless absolutely necessary for safety.
5. Ensure a responsible adult or carer remains with the injured person.
6. Notify the **Club Secretary, Glynis Hansen**, as soon as possible.

INCIDENT AND ACCIDENT REPORTING

- All incidents, accidents, or near misses must be recorded on an Accident Form, which is kept at the Headland Sports Centre.
- Reports must include:
 - Date, time, and location of the incident.
 - Names of those involved and any witnesses.
 - Description of what happened.
 - Action taken and any first aid administered.
 - Details of who completed the report.
- Reports should be submitted to the Club Secretary within 24 hours whenever possible.

SERIOUS INCIDENTS

In cases of serious injury, illness, or safeguarding concern:

- The incident must be reported immediately to the **Chairperson** and **Secretary**.
- The committee will conduct a review to determine if further action, reporting to authorities, or procedural changes are required.
- Where appropriate, the incident may be reported to the **Health and Safety Executive (HSE)** under **RIDDOR** (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

FOLLOW-UP AND REVIEW

- The committee will review all incident reports at monthly meetings to identify patterns or risks.
- Any necessary updates to procedures, equipment, or training will be implemented.
- This policy will be reviewed annually or after any serious incident.

CONTACT FOR FIRST AID & INCIDENT REPORTING

First Aid & Safety Contact:

Hartlepool Sportability Club

hartlepoolsportabilityclub@gmail.com

Headland Sports Centre, Union Street, Headland, Hartlepool, TS24 0AB