



HERTFORDSHIRE BASEBALL CLUB GUIDELINES FOR DEALING WITH AN INCIDENT/ACCIDENT

The members of Hertfordshire Baseball Club are to respond to incidents/accidents in accordance with the following 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 the first aider who should take appropriate action for minor injuries.
- 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.

In case of serious accidents/incidents, the relevant club officials and members would utilize the following accident report form to report accidents/incidents, if applicable (Appendix I).

In the event of an accident occurring through insufficient training or faulty equipment/facilities, the relevant officials/members are to complete the risk assessment form (Appendix II).

Appendix I

HERTFORDSHIRE BASEBALL CLUB

INCIDENT/ACCIDENT REPORT FORM

Name of person in charge of session/competition

Site where incident/accident took place

Date of incident/accident

Name of injured person

Address of injured person

Nature of incident/injury and extent of injury

Details of how and precisely where the incident took place (training session/friendly game/official league game/off-field activities related to baseball).

Give full details of action taken during any first aid treatment and the name(s) of first aider(s).

Were any of the following contacted?

Parents/carers	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Police	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Ambulance	Yes <input type="checkbox"/>	No <input type="checkbox"/>

What happened to the injured person following the incident/accident?

All of the above facts are a true record of the accident/incident

Signed

Date

Name

Appendix II

HERTFORDSHIRE BASEBALL CLUB RISK ASSESSMENT FORM

This risk assessment form is to be completed and filed with the Club Secretary or other relevant club official at the start of each season, but no later than 31 March.

Venue: Grovehill Playing Fields
Name and position of person doing check:

Date of check:

PLAYING/TRAINING AREA

Check that the area and surroundings are safe and free from obstacles.

Is the area fit and appropriate for activity? Yes No

EQUIPMENT

Check that it is fit and sound for playing activity and suitable for age group/ability. Is the equipment safe and appropriate for activity? Yes No

PARTICIPANTS

Check that the attendance register is up to date with medical information and contact details, where applicable. Check that performers are advised about the appropriate attire for the activity.

Is/are the register(s) in order? Yes No
(If no, please outline current state and action taken, if any.)

Are performers advised about appropriate attire for activity? Yes No
(If no, please outline unsafe equipment/attire and action taken, if any.)

EMERGENCY POINTS

Check that emergency vehicles can access facilities, and that a working telephone is available with access to emergency numbers.

Are emergency access points checked and operational? Yes No
(If no, please outline the issues and action taken, if any.)

Is a working telephone available? Yes No
(If no, please outline the issues and action taken, if any.)

SAFETY INFORMATION

Volunteers and staff have access to information relating to health and safety.

Does the club need to take any further action? (If yes, please specify.)

SIGNED:

DATE:

NAME: