

# Accident Procedure

A procedure for **coaches**, **first aiders** and **managers** to follow at the club.



With any sport, accidents can be inevitable. Invoke Gymnastics Club adopts the following procedure in the event of an incident.

## Coaches should...

- Remain calm, and observe the situation.
- Ensure there is no danger of further injuries and make the area safe.
- Stop the rest of your group, or assign them to a near by coach.
- Listen to what the injured person is saying.
- Alert the First Aider (if required).

## First Aiders should...

- Observes the situation to again assess potential risk.
- Calm the participant and listen to what has happened.
- Apply necessary first aid to the participant.

## After assessment of the injury, our first aider will:

Allow the gymnast to continue with restriction, contact the parent and advise a visit to a hospital, or telephone 999 on site.

## An accident form will be filled out if:

The participant has any form of head injury or the participant has had an injury in the gym that has required first aid.

## Managers Should...

- Complete a post accident investigation, complete a risk assessment, and log hospitalised accidents with BG.

If you see your child has had an accident at the club, please remain clam and await further instruction from our coaching team. Thank you.

# Incident Procedure

A procedure for **coaches, managers** and **welfare officers** to follow at the club.



An incident is an occurrence that happens intentionally such as bullying, verbal abuse or physical abuse. The following procedure is to be followed in the event of an incident.

## Coaches should...

- Remain calm, and observe the situation.
- Ensure there is no danger of further harm.
- Act neutrally to all parties and diffuse the situation.
- Listen to what each person is saying.
- Alert the Manager if you cannot rectify the situation.

## Managers should...

- Listen to both sides of the story, and ask for the coaches/witnesses input.
- Make sure the parties are in a safe space to talk, away from others.
- Make a fair judgement on the situation, if necessary check club records for occurrences and aim to create resolution.

## After the incident has occurred:

A manager will review the incident and decide if it is needed to be logged (this is done by reporting the incident in full detail to [welfare@invokegymnastics.co.uk](mailto:welfare@invokegymnastics.co.uk)) where the club welfare officer will pick up the log and action accordingly.

Depending on the outcome and severity, the manager will choose to inform the parents of both parties and if necessary put in an action plan for next week, or if resolved and minor allow the gymnasts to resume their lesson.

## An incident form will be filled out if:

The incident has not had a resolution of both parties, or the incident is considered 'high risk' of happening again. This will allow the club to keep accurate records of incidents and act on them if a repeat of a similar incident happens again in the future (ie bullying, patterns of inappropriate language, homophobia, sexism etc).