

EMERGENCY PROCEDURES FOR ROAD CYCLING

Ocean Youth Connexions

General procedure

Any incident, however apparently minor, should be reported to the school and/or parent as soon as possible, and certainly on return from the session. An incident report form must be completed. All incidents should be reported to the Project Coordinator.

All instructors are required to carry mobile phones, a basic first aid kit, tools for bike repairs and some spare parts to ensure the smooth running of the session and ability to return back to the centre safely.

The lead instructor should carry a folder containing all the consent forms, incident/accident forms and the daily register. Consent forms must be fully completed before any training takes place (thus showing emergency contact details for parents)

If an injury accident involving a motor vehicle/serious injury/major incident occurs, the instructor should follow the accident procedure below and then phone details through to:

Project Coordinator

Name: Kamal Ahmed

Contact number: 07956 907 379

If they are not available calls should be made to the following two officers.

Project Directors

Name: Mohammed Abdul Ahad

Contact number: 07958 047 465

Name: Abdul Munim

Contact number: 07956 141 918

The Directors will take details and immediately pass them onto the relevant person in-charge of the project.

If none of the above is available then the instructor should leave a brief message and ask that someone make contact as soon as possible.

After the incident, an incident report form must be completed as soon as possible by the lead instructor. The form should be signed by the client or organiser a copy handed to them and then logged by the Project coordinator.

Accident procedure

- If an accident does occur, keep calm but stop the training session.
- If on the road, the instructor/assistant should get the trainees off their cycles and safely onto the pavement or to the nearest safe area.
- The lead instructor should assess the situation in order to safeguard themselves, other riders and to protect the casualty from further injury.
- They should decide if the casualty can be moved, if first aid is needed or if an ambulance should be called.
- If medical assistance is needed, the instructor/assistant can call for an ambulance while the other attends the casualty.
- The school should be contacted as soon as possible so that the parents can be informed. If the incident happens during a holiday scheme or a Youth Club session, the lead worker should be notified and the parents/guardians should be contacted directly.

If another vehicle is involved the instructor should try to get:

- The name and address of the driver
- Registration number of the vehicle
- Insurance details
- Names and addresses of any witnesses

Police

If an injury accident involving a motor vehicle occurs, it should be reported to the police as soon as reasonably practicable, and in any case within 24 hours. If necessary the police should be called to the scene.

After the incident

Ensure safe return of the other trainees to school, walking back if they are too upset to ride. If the site is some distance from school try to phone a contact at the school to advise of a delay in returning.

On return to the school inform the contact of the incident if you have not already done so (for example, a minor incident or near miss). The school will notify a parent or guardian as necessary.

If the activity is taking place during the holiday periods, major events or for a Youth Centre the instructor must first contact the parent/guardian directly as necessary or the Worker in-charge of the programme.

An incident report form should be completed as soon as possible following an incident, including near misses. Blank forms should be taken by the instructor during the training session in their 'session pack'.

Name: _____ Signed: _____ Date: _____