

What to do in case of Emergency

Definition:

MSF Activity Group refers to clubs, student volunteers and all other individuals and clubs taking part in MSF affiliated activities.

MSF Activity Group Leader refers to the designated lead individual or club committee member.

Accident: Any occurrence where injury results in either first aid, administered by qualified First Aider, or other follow up action is required.

Major Accident/Incident: Any occurrence which results in the need for professional medical aid/attention or the active assistance of an emergency service.

Incident: Any occurrence which could under different circumstances lead to an accident. They are in effect near misses, and by logging these incidents we can ensure that measures are put into place. Policies, operating procedures and risk assessments are reviewed on a bi-annually basis to avoid further accidents.

An event/trip pack and risk assessment must be submitted and approved by the MSF prior to the date of your activity/event. You should closely adhere to your risk assessment always. Even with the best planning and with risk assessment unexpected events can occur and accidents happen, it is therefore important that you know what to do. All MSF Activity Group leaders should be familiar with the procedure and be prepared to implement it.

Keep yourself and others safe;

In an event of an accident or emergency of the MSF Activity Group Leader should take charge as per your risk assessment. If a qualified first aider is present, they should take charge of any casualties and report to the MSF Office as soon as possible. Before you attend to an injured person, stop and think what danger you and others may be in. Only when you have established that it is safe should you

attend to the injured person. This is particularly relevant with road traffic accidents, confined spaces, open water or where electricity may be involved.

First aid & Medical provision contacts on campus:

- Plymouth Marjon Sports Centre: 01752 636876, 07:00-22:00
- Plymouth Marjon University main switch board: 01752 636700 ext. 2222
- **In an emergency**, dial 999 – or text 80999 if you are hard of hearing or have a speech impediment, ask the operator for the appropriate emergency service.

Informing relevant people;

In the event of an accident/incident during an MSF affiliated activity please inform us at the earliest opportunity when it is safe to do so;

MSF - 01752 636700 ext. 7078, 09:00-17:00

Sports Centre Reception – 01752 636876, 07:00-22:00

In the case of serious injury or death it is vital that families are informed sensitively and that you don't have the burden of breaking bad news. The University have staff specially trained to do this.

Use of Social Media

Please do not post about significant accidents or injuries on social media – and ensure your club/society members also adhere to this. It would be very upsetting and inappropriate for families to hear bad news through social media. This could cause undue worry, may jeopardise police enquiries and may invalidate our insurance.

Getting home/making alternative arrangements

If something goes wrong, you may need to make alternative arrangements to get home or continue your journey. Call MSF 01752 636700 ext. 7078 OR 07913662248 (**out of hours**) if you think that we can be of assistance.

Alternatively, you may need to make your own alternative arrangements. Depending on the circumstances the additional cost may need to be covered by yourselves, or the MSF may be able to contribute, all receipts must be presented to the MSF for you to make a claim. You may also be able to claim costs back on the MSF Insurance to reimburse you (please note this only applies to members of the MSF)

Accident Report Form/Incident Reporting

An Accident Report Form or a written Incident Report must be completed for any health and safety incidents incurred during MSF affiliated activities within 7 days. As a guide, any accident that is significant enough to stop play (sports) draws blood or needs first aid provision should be reported but knocks and bumps generally do not. A major accident/incident is any occurrence which results in the need for professional medical aid/attention or the active assistance of an emergency service. Accident Report Forms can be found in the MSF issued first aid bags, Marjon Sport & Health Reception Desk, or the MSF Website.

Accident Report Forms are necessary to make a claim on the insurance or take legal action because of an injury. They are vital for the MSF as they enable us to see if we need to take steps to prevent further injuries. You must therefore ensure that an accident report form is completed and forwarded to the MSF Office.

If your club has an assigned Sports Therapy or Rehab student then filling in an accident report form will be their responsibility.

Please also report incidents – or near misses. This is where an accident could well have happened but did not. By reporting incidents like these we can act to prevent someone else getting hurt.

MSF may use Incident Reports / Accident Report Forms to investigate if additional health and safety measures or disciplinary action is required. Following an

accident/incident please review your risk assessment to see if additional measures can be added to reduce the risk of this happening in the future.

Claiming on Endsleigh Insurance

All MSF Members have personal accident cover which applies to all MSF authorised activities, so long as the MSF has been notified in advance of your activity and has received an adequate risk assessment, Event/Trip details you are covered by this insurance.

If you wish to make a claim, you will need to have a completed accident reports form. Contact the MSF Sports Officer who will be able to help you with the process should you wish to make a claim