

THE ASSOCIATION OF TEESDALE DAY CLUBS

Policy Document Number 06 Issue 02

Incident Management

Introduction

The Trustees of The Association of Teesdale Day Clubs (in future referred to as The Association) are committed to providing our members with an environment where any incident (whether a medical emergency, an accident or a Health & Safety event) will be handled in a calm and effective manner without distress to members, volunteers and staff.

Policy

It is the policy of The Association to provide appropriate training and guidance to the trustees, staff and membership in order that they are aware of what to do in the event of an incident at a club or during an outing.

Principles

- All staff will have a current certificate in “Emergency Aid in the Workplace for Appointed Persons.”
- Club Leaders should sufficiently be aware of the skills of their volunteers to be able to select one of them, at any club meeting or outing, to take charge of the welfare of the other members and to act generally as a deputy in the case of an emergency.
- Club Leaders and Cooks will have prepared an agreed action plan to cover any incident which they will share with those volunteers who are prepared to be involved.
- The action plan must include a means of contacting the emergency services; BT line in venue, mobile telephone availability and signal strength.
- Staff should follow the Guidance provided for dealing with the any incident (copy attached).
- The General Manager must be notified of any incident within 24 hours.. In the absence of the General manager the Community worker or Chairman must be notified..
- A written incident report must be provide to the General Manager within one week of the incident

Approved by the Board of Trustees and signed on their behalf by the Chairperson:

Date;