



Liverpool Canoe Club

Emergency and Accident Procedures



Emergency Procedures

Emergency services can be contacted directly by dialling 999 (Landline in the bar / café at the Marina)

Three categories of incident have been identified.

- No 1 Death or missing presumed dead.
- No 2 Serious injury requiring emergency evacuation.
- No 3 Other minor incidents.

No 1

Contact the emergency services by dialling 999.

Inform a responsible adult helper or coach who will ensure other key personnel are informed as necessary.

A responsible adult or coach will attend and marshal progress until the emergency services attend.

Keep a record of the incident and keep all equipment used.

Keep witnesses together at the scene.

The club will liaise with the emergency services and press to arrange a time and place for an announcement to be made.

Request a designated BCU expert to help with the enquiry. This person will then take over liaison with the emergency services and press.

No 2

Treat as No 1 category until sure there is no danger to life.

Contact the emergency services by dialling 999.

Inform a responsible club helper or coach who will ensure other key personnel are informed as necessary.

The adult helper or coach will attend and marshal progress until the emergency services attend.

Keep a record of the incident and keep all equipment used.

Keep witnesses together at the scene.

The club will liaise with the emergency services and press to arrange a time and place for an announcement to be made.

Inform designated BCU expert.

No 3

Direct to, call or administer first aid as appropriate.

Keep a record of the incident.

An adult helper or coach will oversee any further action required.

Actions

All accidents and incidents must be reported to a responsible adult helper or coach and an Incident/Accident form completed. All Incident/Accident forms will be reviewed by the Club Stewardship Group and for No1 & No2 copies forwarded to Canoe England for insurance reasons.