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**Emergencies and Reporting**

It is important to know what to do in an emergency and for all involved in an activity to be on the same page with what is going to happen. It is also important to have clear processes for reporting of incidents, both locally, nationally and where appropriate to other agencies.

Please see Accident form and always tell me.

**Near Miss Reporting**

As well as reporting incidents where injuries occur it is also important to log and track incidents which could have resulted in significant injury or impact or could have been much worse given a few minor changes to the situation.

Near miss forms are to allow members to share information about these incidents which can then be learned from to prevent future incidents.

**Local Recording**

It is important to make local records of any incidents, this will allow you to pass relevant information to parents following an incident. Recording of incidents needs to be done in a sensitive way and meeting all data protection regulations.

**Emergency:** What do I do? In the event of an incident:

1. Deal with the immediate situation and alert the appropriate emergency services, if required.
2. Alert the emergency contact of those individuals involved.
3. Inform UK Headquarters at the earliest opportunity if:
* someone suffers a personal injury or illness requiring a doctor, nurse, paramedic, dentist or hospital.
* someone requires an emergency service rescue.
* third party property is damaged. You will need to provide basic information about the incident including information about the injured party, what happened, where it happened and who is reporting the incident.

In the event of a critical incident (one involving loss of life, near loss of life or collapse of a structure):

* Deal with the immediate situation and alert the appropriate emergency services, if required.