

## **EMERGENCY PROCEDURES – SOLE TRADERS**

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Date	

### **General procedure**

Any incident should be reported to the school or a trainee's parent/guardian as soon as possible, dependent on the type and severity.

The instructor should carry a folder containing all relevant information for that session, including the completed register, all parent consent forms (thus showing emergency contact details for parents), progress/monitoring sheets and the emergency contact names and numbers given below.

If an injury accident involving a motor vehicle/serious injury/major incident occurs, the instructor should immediately phone details through to the contact at the school:

School contact	Name	
	Telephone number	

If the contact is not in the office then the instructor should leave a brief message and ask that someone make contact as soon as possible.

An incident report form will be completed and preferably a copy faxed through to the contact person above.

## **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 nearest safe area.
- The lead instructor should assess the situation in order to safeguard themselves 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 course, the parents/guardians should be contacted directly.

If another vehicle is involved the instructor/assistant 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 holiday/after school course, the instructor must contact the parent/guardian directly as necessary.

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'.