

Reviewed by: Hilda Coulsey

Date: 6th February 2021

Review in 2024 or when new UK Athletics guidance is issued.

**Ilkley Harriers Emergency Incidents and Contact Policy**

In all potential emergency incidents occurring during official Ilkley Harriers activities members should:

Stay calm, assess the situation and the potential for further injuries and make the location safe if possible. Do not move someone with major injuries, await specialist advice.

Listen to what the injured or unwell person is saying.

Alert a person with first aid training, if available within the group, who should take appropriate action for minor cases.

In the event of an injury or situation requiring specialist treatment, call the emergency services. Stay with the injured person or allocate someone appropriate to do that until they arrive.

Deal with the rest of the group and ensure they are adequately supervised.

Contact the injured or unwell person’s emergency contact.

If this is not known contact the welfare officer\* [welfare@ilkleyharriers.org.uk](mailto:welfare@ilkleyharriers.org.uk) or membership secretary [mship@ilkleyharriers.org.uk](mailto:mship@ilkleyharriers.org.uk).

When actions are complete, complete [the incident form](incident%20report%20form.docx) and return to the welfare officer. The welfare officer\* can investigate and advise potential remediating actions for future activities.

If the incident occurs during a race, the race organiser must be informed, possibly via the nearest marshal, who will take the appropriate action.

Members are advised to take a phone with them or an identification bracelet or necklace with their emergency contact detail. Members should also be aware that in exceptional circumstances their record in our membership database will be accessed to obtain this information. Members should therefore ensure their data is up to date.

Additionally, members are advised to be aware of whether the run or activity they are undertaking is an official Ilkley Harriers event. The club’s England Athletics insurance policy only applies to these designated activities which appear on the Training page of our website.

\*[welfare@ilkleyharriers.org.uk](mailto:welfare@ilkleyharriers.org.uk)