



Hastings & Rother YMCA Registered Charity Number 305243

Accident, Incident and Emergency Policy

Accidents

All accidents and injuries, unless minor, must be recorded in the Accident Book which is kept in the Reception Office. As a rule of thumb, any accident that requires treatment from a medical professional (doctor, nurse etc.), even if it is two or three days after the event, must be recorded in the Accident Book.

The relevant accident form must be handed in at the Reception Office, as soon as possible, so that a report can be made to RIDDOR (Reporting of Injuries, Disease, and Dangerous Occurrences Regulation).

Completion of the Accident Book and RIDDOR are legal requirements. All staff should have a full understanding of the Hastings and Rother YMCA's Safeguarding and Child Protection Policy.

This policy was adopted by Hastings & Rother YMCA - 01/09/15

Date to be reviewed Annually next review in March 2024

Reviewed Octpber 12th 2021

Reviewed March 2022

Reviewed March 2023

Reviewed March 2024

Signed on behalf of the provider

Name of signatory Judith Monk

Role of signatory Chair

Monday 16th June 2025

Emergency First Aid

In the case of an accident, where possible, two experienced First Aiders will assess the situation and decide if the casualty can be dealt with on site, an ambulance called or parents/carers suggested the casualty should be taken to the Conquest Hospital for further checks. This will depend on the severity of the situation. This decision can be further informed by calling the NHS advice centre on 111. Any head injuries even mild bumps have our How to care for Head injuries leaflet handed to the injured person.

All Staff undertake First Aid at Work training every three years. There is always two First Aiders on duty.

First Aid kits can be found in the Reception Office and the Kitchen. Ice Packs can be found in the freezer. Responsibility for maintain these rests with the General Manager: Paul Kerry.

Incidents

All incidents of note - ie child protection, behaviour incidents, notifiable accidents etc must be written up within 12 hours and filed with both the Chair Judith Monk and the Safeguarding Officer Yolanda Rumball.

Y Centre

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