

NB. It is a term of our insurance policy that we don't admit liability for incidents that could lead to a claim. In other words, don't say anything like "Sorry, that was my fault"....

1. Firstly safeguard yourself, other people in the group and anyone else.
2. Try to make the incident area safe. If this is not possible, think about moving everyone (including any casualty) to a safer area.
3. The event organiser/leader will be in charge of the incident unless delegated to another person (with their agreement).
4. In situations where first aid is required, when possible a qualified first aider will manage the casualty.
5. If outdoors, remember to keep everyone (including the casualty) warm.
6. Call the emergency services on 999 and take advice on what to do. If you need Mountain Rescue, ask first for the Police and then for Mountain Rescue.
7. If you can only send a message by text or you need to send someone for help or for a better phone signal, you should relay the following information:-
  - a. Nature of accident/injury.
  - b. Name of any person injured.
  - c. Location (ideally a 6 figure grid reference).
  - d. Time of accident/injury.
  - e. Details of any first aid treatment given.
8. Come up with a plan of action (subject to advice from emergency services).
9. Make a decision on whether it is best to split the group – but leave at least 2 people with any casualty.
10. Try to get contact details for everyone (including third parties).

**Afterwards**

Ensure that the COG Safety Officer or another committee member is aware of the incident. Anyone involved could be contacted for further details.