



Guidelines for Dealing with an Incident/Accident

- Stay calm but act swiftly and observe the situation. Is there any danger of further injuries?
- Listen to what the injured person is saying.
- If the injury is minor, alert one of the listed first aiders to take appropriate action.
- If the injury requires specialist treatment, call the emergency services.
- If the injury has occurred during a junior group session, ensure the rest of the group are adequately supervised.
- Do not move someone with major injuries. Wait for the emergency services.
- Contact the injured person's parent/carer/relative (as appropriate).
- Complete an incident/accident report form (copies located next to these guidelines).

Full address / contact details of the club in case of an emergency:

Club name	Chesham Bois Lawn Tennis & Squash Club
Address	Woodfield Park (The Beeches), Amersham, Bucks, HP6 5QQ
Telephone no.	01494 432932 or 433330

Useful numbers:

Nearest A&E's:

Stoke Mandeville Hospital, Stoke Mandeville Road, Aylesbury, HP21 8AL 01296 315000

or

Watford General Hospital, Vicarage Road, Watford WD18 0HB 01923 244366



Minor Injuries Units:

Hemel Hempstead Hospital, Hillfied Road, Hemel Hempstead, HP2 4AD, 01442 213141

Or

Bpas (High Wycombe), Hanover House, The Practice, Coronation Road, Cressex Business Park, High Wycombe HP12 3PD 0845 7304030

NHS Direct: 0845 4647 (24 hour advice line)

Club contacts:

Jeremy Sperling (Club Manager) :	07864 094728
Pete Lavery (Head Coach):	07885 206587
Jeremy Evans (Tennis Chairman):	07956 324646
Annie Jack (Junior Chair):	07854 963335