

Incident Report Procedures – Your Societies

Event Leaders - Don't leave home without this document!

Activities, events and trips are an important element for many Your Societies. It is vital that, for everyone involved, these are well planned and safely delivered.

This document outlines the processes and procedures that should be applied if an incident occurs during Your Societies activities, events and trips. It complements the Your SU Incident Report Procedure.

Event leaders should have a copy of this document with them during all activities, events and trips as they provide information which will enable them to act safely and appropriately in the event of an incident or accident.

Leaders should also record 'near misses'; "an event not causing harm, but has the potential to cause injury or ill health" (www.hse.gov.uk) and report these to the Your SU Activities & Opportunities Team to help us to manage risk effectively across all Your Societies.

In the event of an incident or accident that may require calling the emergency services the following procedures must be adhered to:

1. Assess the situation calmly and use your common sense to decide the safest course of action.
Either on or off campus the venue that you are in may have a trained first aider whom can offer support as applicable.
On campus the University have 24 hour security. Contact details are included in this document.
2. Before approaching a casualty ensure the safety of the group and assess the area for any dangers that could compromise your own safety.
3. If the injury is minor and you have a trained first aider with you or there is a trained first aider at the venue they should attend the injury and make a decision about further action to be taken.
4. If the injury is more serious the designated first aider or the event leader should arrange for the emergency services to be called by dialling 999. Be prepared to give them as much information as possible about the condition of the casualty and to follow their instructions.
If a casualty is taken to hospital it is advisable that another member of the group should accompany them.
5. Do not leave any participants by themselves. If the group splits up ensure that each group has a named leader and a clear understanding of the planned action and responsibilities of the other groups.
6. At the first safe and reasonable time the University of Sunderland Students' Union must be notified of the situation, any actions taken and any plans

implemented to deal with the situation going forward. Contact details are at the top of this document.

For minor incidents where no support is needed from the Union and it is necessary to report the incident/accident please complete the Incident Form and email this to the Activities & Opportunities Team

yoursocieties@sunderland.ac.uk

7. In the event of a serious accident or incident no member of the group should make any statement to the media other than "no comment". Your Sunderland Students' Union will manage any contact with the media. This will ensure a consistent message and avoid unofficial statements affecting any resulting legal action.
8. Social media and mobile recording equipment should not be used unless vitally necessary and only very sensitively. Where a serious incident or fatality has occurred it is the role of Police to inform relatives.

Contact Numbers:

Your Sunderland Emergency Contact Details:	
University Security Control Room	0191 515 2028
Campus Police Officer	0191 515 3999
Your Sunderland Students' Union	0191 515 3030
Your Sunderland Students' Union Emergency out of hours number	Only to be used in the case of emergencies: 07734 650 821
Contact Numbers for Emergency Services:	
999 – in an emergency for Police, Fire, Emergency Medical Services	
101 – non-emergency for Police	
111 – non-emergency for NHS	