If there is an accident at the Club please follow the steps below and complete the [attached form](http://fivesandheronianscc.hitscricket.com/clubs/35/docs/accident%20report%20form.doc) and return it to a member of the Committee as soon as possible. A copy of this form is pinned up on the notice board in the Clubhouse.

1. The nearest hospital with an A&E department is Broomfield Hospital, Court Road, Broomfield, Chelmsford CM1 7ET. Telephone: 01245 362000
2. Act promptly to observe the situation and extent of the injury. Consider the risk of further injury taking place.
3. Speak to the injured person and listen to what they say.
4. Alert a qualified first aider (if present). They should take appropriate action in respect of minor injury. NHS Direct can also be called on 0845 4647
5. Do not move someone who has suffered major injury.
6. In the event of serious injury requiring specialist treatment, call emergency services on 999.
7. Deal with the rest of the group and ensure that they are kept safe and suitably supervised.
8. Contact the injured person's parent, guardian or partner.
9. Complete the Accident Report Form on the link above and pass to the Club Secretary or a Committee member.