



The Monday Night Club  
The Lodge, Dingle Road, Leigh  
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[www.themondaynightclub.org.uk](http://www.themondaynightclub.org.uk)  
Registered charity number 1160646

## **THE MONDAY NIGHT CLUB GUIDELINES FOR DEALING WITH AN INCIDENT/ACCIDENT**

- Stay calm but act swiftly and observe the situation.
- Make sure the area is safe.
- Ensure that injured and first aiders are not at risk of further injury.
- Listen to what the injured person is saying.
- Alert the first aider who should take appropriate action for minor injuries.
- In the event of an injury requiring specialist treatment, call the emergency services.
- Deal with the rest of the group and ensure that they are adequately supervised.
- Do not move someone with major injuries.
- Wait for the emergency medics.
- Contact the injured person's parent/carer.
- Complete an incident/accident report form.