



Procedure for dealing with an injury on the Green to a work party member

To support this procedure, the following will always be available during a work party -

- A first aid kit for self-administration by the injured person
- A map and list of post codes showing access points to the Green
- Keys to the Green gates will be available with the first aid kit.
- Mobile phones with numbers exchanged to ensure that all members of the work party can be contacted. Additionally, mobile numbers may be kept in a sealed envelope in the first aid kits.
- A car should be available to transport a person to the medical centre if required.
- An accident book will be kept in the storage containers.
- Next of kin contacts should be available at the containers so that the injured person's family/friends can be contacted.

Following a **significant** accident to a work party member, the following will be enacted

1. All work party members will take actions to ensure their own safety before helping the injured person.
2. All work will stop and all work party members will meet up as requested by the work party leader.
3. As appropriate, 999 should be dialled to summon help from the emergency services. If this option is taken
 - Someone with a telephone will stay with the injured person at all times and hold the telephone that was used to make the 999 call
 - A person will be sent to open the access gates onto the green to allow emergency vehicle access.
 - Within the capabilities of the work party, assistance will be given to the injured person.
4. If appropriate the injured person may be taken to the Halesworth medical Surgery for assessment / treatment

The following will be carried out after the initial actions are completed

1. If required, relatives / friends of the injured person will be contacted
2. The accident book will be completed.
3. Any defective equipment which led to the accident will be taken out of service and assessed for future usage
4. The first aid kits will be inspected and any used items will be replaced
5. The Trustees will ensure that the Management Group consider the event and that appropriate actions are put in place to prevent reoccurrence.
6. This procedure will be reviewed after each time it is used to catch any lessons learnt.

Following **minor** injuries to a work party member the following will be carried out

5. The first aid kits may be used to allow the injured person to self-administer first aid
6. The accident book will be completed.
7. An immediate assessment will be made by the work party leader as to whether any additional actions are deemed necessary.