

Breaking Cycles CIC – Incident & Emergency Procedures

Purpose of Policy

This document is intended to be followed by an instructor/coach/leader, who may be a director, employee or self-employed representative of Breaking Cycles CIC, in the event of an incident occurring.

For the purpose of clarity, we define ‘an incident’ as something unexpected which occurs during a led session which requires the instructor to intervene, or feel like they might need to. The following are examples of incidents which this policy applies to

- Anything requiring the use of first-aid
- A collision between riders (or near miss)
- A collision with street furniture, parked vehicles, foliage etc.
- Delivery being interrupted by a third party

What to do

- Remain calm, alert and solution focussed.
- Ensure that you and all members of the group who are not currently involved are safe.
- Communicate all intentions clearly before acting (see examples below)
 - ‘I’m coming over with my first aid kit now’
 - ‘I can’t [deal with this interruption] right now, I’m going to give you a feedback form to help us sort it out later’
 - ‘I’m [doing ...] to make the area safe for us all’
- Raise help if needed (emergency services, colleagues etc.).
- Make the area safe for the person(s) involved.
- Administer first-aid if needed.
- Continue to manage dynamic risks associated with the incident until it is safe to resume previous activity or more help arrives.

What to record

If there has been an incident requiring you to do any of the above, you will need to record the incident on an incident form. This can be done on a paper copy or online.

Be sure to record the following...

- Time of incident
- Location of incident
- Who was involved (Name & contact details if possible)
- Witnesses (Name & contact details if possible)
- Details (description & reg) of any vehicles involved
- A factual account of what happened from your point of view

- Please address how you felt about the situation separately

Next steps

After the incident has been recorded, you should consider whether it would be wise to do any of the following...

- Inform someone of what happened
 - Parent/carer
 - Staff from organisation
 - Police
 - Other colleagues
- Add this incident to the relevant risk assessment
- Reflect upon the impact it has had on you
 - Are you ok?
 - How well did you deal with the situation?
 - Do you need any support?

Agreement

This Policy (reviewed on Thursday, 20 August 2020) has been read and understood by the following members.

Member	Signature	Date
P. Wade (Director: PSC)		
K. L. Seed (Director: Legal advice)		
J. L. Wade (Secretary)		
J. Marshall (Director: Community sport fundraising)		
J. Myhill (Director: Corporate training)		