

VOLUNTEERING SERVICE ACCIDENT AND EMERGENCY PROCEDURE

Students' Union UCL recognises that in spite of all reasonable precautions accidents can still occur during activities. The following procedures are designed to:

- Provide fast and safe help to all concerned
- Supply the Union with the specific information it needs
- Protect the individual(s) concerned, their relatives, the Activity Organiser, Activity Leaders and Union officials, from any media involvement.

Project Leaders must note that:

- There is a legal obligation to record all injuries or accidents.
- The reporting of Near Miss occurrences is vital for the future safety of all activities, as such information helps others to plan and prepare in order to avoid possible dangers.
- In serious circumstances unofficial statements and apparently innocent comments may affect any subsequent legal proceedings, and may lead to relatives being contacted by the media rather than the police.

In the context of the Volunteering Service, a Project Leader is a student who is leading the overall project; an Activity Leader is a student who has taken on responsibility for a particular activity.

STEP 1:

In the event of an incident on College or Union property the Activity Leader will immediately contact a member of staff who will report the incident and locate first aiders.

In the event of an incident at another organisation, the Activity Leader will follow instructions from an official representative of that establishment.

STEP 2:

In the event of an incident that may warrant the use of any of the emergency services the Activity Leader will ensure the following:

- That any intervention/assistance does not jeopardise the safety of other members of the group including the Activity Leader;
- That the treatment of casualties is only administered by those who are qualified to do so, except in cases where the casualty has already stopped breathing.

STEP 3:

In the event of a death or serious injury the following procedure must be followed:

- The Activity Leader will **contact the appropriate emergency service**, and provide them with any personal details, including next of kin if these are available.
- The Activity Leader will contact the police (by calling 999), who will advise the next of kin of the fatality. The Activity Leader will ensure that no member of the group advises the next of kin of the fatality.
- The Activity Leader must also report the incident to the **University College London Communications Centre** (020 7679 3333) who will ensure that the appropriate senior staff are notified. The Activity Leader must provide the casualty's name and College ID Card number, details of the incident, and details of the hospital to which the casualty has been taken. The Activity Leader will also provide a telephone number where s/he can be contacted by the College.
- The Activity Leader must contact the Volunteering Service at the earliest available opportunity.
- The Activity Leader must ensure that media enquiries are referred to the **UCL Media Relations Department** and the **Students' Union UCL Marketing & Communications Manager**, and that no statements are made to the media.
 - UCL Media Relations - 020 7679 9041
 - Students' Union UCL Marketing & Communications Manager - 020 7679 7902
 - Volunteering Service - 020 7679 7862
 - University College London Communications Centre (020 7679 3333)

STEP 4:

In all accidents, injuries or near miss cases, Activity Leaders must complete the [UCL Incident Form](#)

Activity Leaders must also notify the Volunteering Service that they have completed this form.