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| **Emergency Checklist when employed** |
| Ask for company’s emergency procedure in the event of an emergency when start teaching classes. Often there will be induction for this.  Follow their protocol if there is an accident. You will need to complete their paperwork, usually in the form of an accident book.  Then:  At the time of an incident or immediately afterwards complete the BWY Accident Report Form, which includes your name & details, the student’s name & details, the details from 2 witnesses; date, time and location of the accident and a detailed report of what happened, the nature of injury, if any first aid was given and details of the hospital, if admitted.  A copy of the Accident Report Form to be sent to the BWY Central Office.  If the injury was listed on the RIDDOR list then check with your employers as you or they would need to go online and register this with the Health and Safety Executive (details on the Accident Report form) |

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| **Emergency Checklist for a private class where you are self-employed** | |
| As part of risk assessment ensure:   * Students are aware of emergency exits and meeting points * A class register is available and has been taken * Student’s emergency contact name and number are available * BWY Accident Report Form is available * A First Aid Box is available * A Phone is available | |
| **Steps** | **Action taken/Notes** |
| Follow first aid protocol and as soon as possible, if required, call 999 for help |  |
| Inform the student’s emergency contact of the incident if needed |  |
| At the time of an incident or immediately afterwards complete the BWY Accident Report Form, which includes your name & details, the student’s name & details, the details from 2 witnesses; date, time and location of the accident and a detailed report of what happened, the nature of injury, if any first aid was given and details of the hospital if admitted. |  |
| If relevant it might be useful to photograph the scene. |  |
| If there is an accident book at the venue record the incident there. Then a copy of the BWY Accident Report Form to be sent to the person in charge of the venue and also to the BWY Central Office. |  |
| If the injury is listed on the RIDDOR list of reportable specific injuries, then you need to go online and register this with the Health and Safety Executive (details on the Accident Report form). A copy of this will need to be forwarded to the BWY Central Office. |  |