

Yellow Submarine



Accident Procedure

All drivers should be made aware of this procedure. In case of an accident,

FIRST

- **Stop!**
- Switch off the vehicle engine. Ask others involved to do the same.
- **If anyone is injured contact police/emergency services by dialling 999.**
- **Any injured must be accompanied by staff to hospital.**
- **Ensure your passengers are safe from other hazards.** If uninjured, get them to a place of safety. **Do not leave members/young people unattended.**
- Warn other road users of the danger.
- **Administer First Aid** if required and if you are able.
- Do not move casualties unless absolutely necessary.

THEN

- **Control access to telephones until the Activity Leader has contacted their Line Manager. Give full details of the incident** to your Line Manager, including: nature, date, location and time of incident details of injuries, etc. names and home telephone numbers of those involved action taken so far telephone numbers for future communication. Your Line Manager will then contact parents to inform them.
- **Do not move the vehicles involved (unless they are a danger to traffic)** until the police arrive or if they are not attending, until clear pictures have been taken.
- **Obtain the name, address and registration number of the other party's vehicle and insurance details.**

THEN

- **Give your name and address, the registration number and in case of personal injury, insurance particulars**
- **If there are any witnesses to the accident, obtain their name(s) and address(es).**
- Should the particulars not be given at the time of the accident then the circumstances must be reported to a police constable or at a police station as soon as possible and in any case within 24 hours. The police will require to see the certificate or evidence of insurance and this must be produced at a specified police station
- **Fill in an incident form as soon as possible.**