

Emergency Procedure for All Student Groups Policy

**Governance, regulations
and procedures for
societies**



NTU Emergency number: [0115 8482222](tel:0115 8482222) (24 hours a day)

Email: ntsuemergencycontact@su.ntu.ac.uk (checked Monday – Friday 7:00-17:30) (weekends less frequently)

Nottingham Trent Students' Union Reception: [0115 8486200](tel:0115 8486200) (Monday – Friday 8:00 – 20.00) (Weekends 9:00 - 18:00)

Fleet Vehicle breakdown number: [08003891708](tel:08003891708)

Accident/Incident Form (used to report all accidents/Incidents no matter how small)

Risk Assessments

Activity organisers have a duty of care towards their participants and have a responsibility to ensure their health and safety. Nottingham Trent Students' Union asks all student groups to complete a risk assessment and complete all relevant forms when organising an event.

First Aid

If your student group participates in activities in which you will be in remote areas (e.g. hill-walking) it is expected that you will have at least one trained first aider at each event. Training will be provided through the Students' Union for students who would like to be trained. The Union should be kept updated on current First Aiders and this information must be included in risk assessments relating to planned activities. First Aid kits are available from the opportunities office to be signed out by any registered society.

Incidents /Accidents in the Students' Union

Where an incident or accident occurs on NTSU campus please contact Reception during working hours (01158486200) and or security control outside of these hours ([01158482222](tel:01158482222)). If first aid is required they will arrange this for you. Once the situation has been dealt with by staff members you will be asked to fill in the relevant forms. (Always keep the Opportunities team informed)

Incident/Accidents outside of the Students' Union

The following process should be followed in the event of an incident or accident during a student group activity or event:

1. Assess the situation calmly and using your common sense decide on a safe course of action.
2. If there is a minor injury, a trained first aider from your group or a first aider at the venue should attend the injury and make a decision about further action to be taken.
3. In the event of a serious injury, the designated first aider or the activity leader should arrange for the emergency services to be called by dialling 999. Be prepared to give them as much information as possible about the condition of the casualty and to follow their instructions.

4. Where you are in an isolated area, ensure the safety and welfare of the rest of the team and do not leave any participant by themselves. If the group splits up, ensure there is an understanding of responsibilities between the groups and each has a leader.
5. Where a casualty is taken to hospital, it is advised that another member of the group should accompany them and the remaining members of the group should return to University by the prearranged mode of transport.
6. At the first safe and reasonable time, Nottingham Trent Students' Union must be notified of the situation, any actions taken and any plans implemented to deal with the situation going forward. For any minor accidents where no support is needed from the Union and it is only necessary to report the incident/accident please email your completed form to ntsuemergencycontact@su.ntu.ac.uk To report a serious accident or when support is needed please call University Security on 01158482222 (24 hours a day). University security will record all information and ensure this is passed to the relevant Union staff member.
7. When notifying University security that an accident has occurred provide them with a telephone number of where you are calling from in case you get cut off and be ready to provide the following information:
 - ✚ Your name and where you are calling from and your student group
 - ✚ The name of the activity involved and your location
 - ✚ A brief description of the incident
 - ✚ The name(s) and numbers of students involved in the accident/incident
 - ✚ The name of the hospital where any casualties have been taken
 - ✚ The name and number of any police officers in attendance
8. The Student Opportunities team must be informed about any accident or incident, however minor, and the relevant forms must be completed within 24 hours of the incident and sent to opportunities@su.ntu.ac.uk
9. Where a serious incident or fatality has occurred involving a student it is the role of the police to inform relatives. For this reason **it is essential that NO ONE** speak to the media or contact relatives to inform them of an accident. You must also ensure that you do not give any information to anyone, other than the Union or University Staff members who are dealing with the incident. Unofficial statements may also affect proceedings if there is any resulting legal action against trip organisers or Union officials.

In the event of a fleet vehicle breakdown

- ✚ Ensure that the vehicle is not left where it is likely to cause a danger to other road users
- ✚ Decide on the safest course of action to take regarding passengers
- ✚ Call the recovery service (AA) - [08003891708](tel:08003891708)
- ✚ Drivers should not attempt to repair the vehicle themselves.