

University of Bradford Union Sports/Societies Emergency/Incident Procedures

Incidents can range from a minor injury or minibus near miss to a major injury or minibus crash.

Procedures during UBU Office Hours

UBU office hours (9.00am till 5.30pm)

During office hours all incidents should be reported to the student union using the telephone numbers given to you at the start of the Academic year.

An accident form should be filled in as soon as possible, and given to the student union; the accident/incident should also be recorded in the club accident/incident book (folder).

An accident/incident form should also be completed at the venue and the accident/incident should be noted down in the accident/incident book.

If the nature of the incident is serious such as a broken leg or passenger injury requiring medical treatment on the minibus than the emergency services should be called (999)

Procedures Outside of Office Hours

UBU out of office hours (After 5.30pm and weekends)

During out of office hours all incidents/accidents (apart from minibuses) should be reported to the University Security using the telephone numbers given to you at the start of the Academic year.

Minibuses – If the incident is a breakdown than the Arrow Self Drive number on the sheet given at the start of the year should be used. If the incident is a crash than assess the situation, if anyone is injured inform the police and also let the University security know.

If the incident is an accident of a non serious nature (eg. Bump, scrape) than this needs reporting to the student union during office hours.