



Incident Card

Any accident or near miss must be reported to the Trip & Safety Coordinator and to the Area Safety Officer for Sport

University of Oxford Emergency Incident Procedure:

If an incident occurs and involves any of the following then the Emergency Incident Procedure should be followed:

1. Any of the Emergency Services
2. A visit to the Hospital
3. Any incident, which could involve negative media attention

Please follow these procedures:

1. Ensure that you and the other group members are safe.
2. Treat the casualty - call the emergency services if necessary.
3. Ring the following number **01865 289 999** ask for Security Control and give them the following information:
 - your name
 - the club/group you are with
 - a brief description of the incident
 - location of the incident
 - the telephone number from which you are calling
 - your location (it is important that you stay at this location)
4. When they call you back they will need the following information and will inform you of any action to be taken:
 - The name(s) and numbers of people involved
 - Details of any injuries / deaths
 - The name of the hospital where casualties have been taken
 - Brief details of any vehicles involved if a road accident has occurred
 - The name and number of any Police Officer involved with the incident with their contact telephone number

DETAILS OF ANY INCIDENT OR ACCIDENT ARE TO NOT BE DISCUSSED WITH ANY PERSON OUTSIDE OF THE UNIVERSITY UNTIL A FULL INVESTIGATION HAS BEEN CARRIED OUT

Minibus breakdown procedures:

Please do not be afraid to get in touch with Eurodrive for advice if a problem arises. They may be able to give advice as to a sensible course of action, and if the problem arises early in the course of a weekend trip there is a chance they may be able to provide a replacement bus.

Breakdown and recovery insurance is included in the hire charge. Eurodrive has a 'pay as you go' trade agreement with two major recovery companies: the AA and Green Flag. In the event of a problem developing with the minibus, such as a dashboard warning light coming on or the speedometer not working, then the driver should stop the vehicle at the next place that it is safe to do so. **If you have to stop on the hard shoulder of a motorway or busy A-road for any length of time, then the passengers should exit the bus and stand on the embankment away from the traffic** - even if it is raining. The driver should consult the manual, which should be in the glove-box. If the problem cannot be solved then you must phone Eurodrive immediately:

Eurodrive (office hours): 01865 715500

Eurodrive (outside office hours / emergency): 07770 442812 / 07770 442814

You should phone Eurodrive before contacting AA or Green Flag:

AA: 0800 424 151 - **account number:** 48555

Green Flag: 0800 400 600

You should quote "Southgate vehicle rentals trading as Eurodrive" as the hire company.

You should:

- Ask for the name of the person you speak to and make a note of it and the time of the call.
- Ask for an estimated arrival time (where applicable)

When the mechanic has diagnosed the problem you should phone Eurodrive again to tell them what the mechanic has advised. Eurodrive has a recovery policy that will cover transporting everybody back to Oxford in the case of a failed minibus: this is likely to take a long time, but is far better than staying in the minibus overnight!

Minibus accident procedures (from the 2015/2016 minibus drivers advice sheet):

In the unlikely event of an accident, don't panic - there are procedures in place to help you.

1. Check for injured persons and call an ambulance if necessary
2. Exchange details with other parties, including witnesses. You should try to obtain:
Driver Name and Address, Vehicle Owner Name and Address, Vehicle Registration Number, & Insurer Name, Policy Number & Photographs of your own and third party vehicles (if involved)

(Tell them to contact Linda Grieg @ Oxford Mutual on 01865 616078 or linda.greig@admin.ox.ac.uk and not yourself regarding the accident – or if you forget the details, then Sports Federation directly)

3. Witness details of the incident
4. **Do not** admit responsibility for the accident or discuss fault
5. Sketch a map of the accident, noting nearby landmarks
6. **If anyone has been injured**, contact the police (and ambulance if life threatening) as soon as possible
7. If you need assistance on the motorway, wait a safe distance from the road. **Do not sit in the vehicle on the hard shoulder.**
8. Contact the Sports Federation and tell us what has happened. Non urgent situations can be emailed to transport@sport.ox.ac.uk
9. If someone is hospitalised or ambulance treatment is given then please contact security services on 01865 289 999.

If the vehicle is involved in an accident or sustains damage, it must be reported **at the earliest opportunity** to The Hire Company (in accordance with the hire agreement) and written details must be provided when the vehicle is returned. (If returning to Hotsons or Avis when the office is closed, a note should be left through the letterbox with the vehicle keys.)

The transport administrator (01865 241335 or transport@sport.ox.ac.uk) must also be informed immediately on return to Oxford so that arrangements can be made for you to complete the Accident Report Form required by the Road traffic Acts and the University's insurers. The Sports Federation will help you do all of this on your return to Oxford if the need arises.

- Please also notify the Secretary and Trip & Safety Coordinator as soon as possible, by the following day at the latest.

The insurance policy and the club will cover the costs of any damage to the bus, unless it is considered that gross negligence was the cause of the accident. Please also see above for what to do if there are any injuries.

Michaelmas Term 2015