



## GREENFIELD CRICKET & SOCIAL CLUB

Established 1899

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### \*\*\*\*\*IMPORTANT NOTICE\*\*\*\*\*

**To ensure we remain GDPR compliant,**

**Accident and Reporting:**

**The following action's MUST be completed at all times:**

- Once report has been completed, tear along the perforation and pass to the designated First Aider – Jacqui Bicknell.
- If Jacqui is unavailable, please ensure you retain the report confidentially (envelopes have been provided in the folder to help) and pass to either the safeguarding officer (Cath Knowles) or Anthony Knowles for safe keeping as soon as possible.
- Before tearing the report out, the top part of the report **MUST also be completed at all times**
- If someone has sustained an injury to the head, they must be provided with ***“head injury advice notes”***, found in the folder and this **MUST be recorded as completed in the report**

### **For admin purposes only – Designated First Aider and GDPR officer:**

- a) Jacqui to ensure she collates all accidents reports have been completed and provide a 3 monthly verbal update to committee on any concerns arising and/or changes that may be needed
- b) Jacqui/Cath to ensure first aid kits remain replenished throughout the season (with support from committee members).
- c) Jacqui to pass all completed reports to Cath Knowles as designated GDPR officer, who must retain reports in a secure place for a minimum of 3 years in line with GDPR regulations.