

# MARKET HARBOROUGH HOCKEY CLUB

## EMERGENCY PROCEDURES



### Guidelines for Dealing with an Incident/Accident

Stay calm but act swiftly and observe the situation. Is there danger of injury/further injuries?

If necessary evacuate the pitch in a calm and controlled manner and proceed to the car park alongside the pitch.

If required contact the **Duty Premises Officer** at Welland Park on:

# 07968 424038

#### 1. First Aid

First Aid kits are supplied to each team and coach at the club and will be at pitch side.

In the event of an injury requiring specialist treatment call the emergency services. The nearest telephones are located:

- A phone is available in the school reception.
- Mobile phones are available pitch side.

Should a member of the club require first aid treatment a first aider should be summoned by the quickest available means (N.B. A qualified first aider should be in attendance at all club sessions).

If there is an injury listen to what the injured person is saying. Ensure that the rest of the group is adequately supervised.

The following procedures must be followed:

#### **Minor Injury** (e.g. small cut, graze, bumps, bruises)

- Take appropriate First Aid action.
- Make provision for the injured person to rest or continue as appropriate.
- Record any incident or injury and complete the accident forms.

**Major Injury** – Do not move someone with major injuries unless they are in serious danger of further injury. Wait for the emergency services.

- Arrange for injured person to be taken to hospital or ring for an ambulance.
- Use your discretion as to whether to administer First Aid.
- Contact the injured person's parents/guardian/next of kin.

- If there is no response to the Duty Officer telephone number or they are not readily available contact Sally Gambles (Welfare Officer) on **07979 145707** or Nick Riley (adult members) on **07855 942971**.
- Complete an incident/accident report form and return to Jo Bevan (Club Secretary).

**Head Injury** – All players with suspected concussion **MUST** seek medical advice immediately.

- After assessing that it is safe to do so the player should be removed from the pitch.
- Appropriate first aid should be given (i.e. cold compress).
- At the discretion of the first aider, the player should be taken to hospital or an ambulance to be called if necessary.
- If player is taken to hospital/ambulance called then next of kin should be informed.
- Complete an incident/accident report form and return to Jo Bevan (Club Secretary).

If concussion is diagnosed the player/club will follow the England Hockey guidelines with regard to returning to playing.

Regardless of age a player suffering a head injury that requires first aid must not return to playing within 24 hours.

### **Under 18's**

- Following initial assessment and first aid parents must be informed regardless of severity of injury.
- Parents will be asked to collect player at the soonest possible opportunity.
- Parents will be informed of what has happened and what action has been taken so far.
- Parents will be advised to look out for signs of concussion and to seek medical help if anything occurs.
- Parents will be asked to sign incident/accident report form.
- If the player needs to be taken to hospital this must be done by the parents.
- If an ambulance is required, follow the Major Injury procedure above.
- A follow up phone call/text/email will be made 24 hours later by a club representative to establish welfare of the player and discuss returning to hockey.

### **Defibrillator**

There is a defibrillator located on the wall in the corridor, outside the main Reception Office.

If the umpire requests blood be cleaned from the pitch, this should be done by obtaining water from the kitchen or changing rooms and watering down the blood to wash it away. For safety reasons, under no circumstances should club members physically touch the blood, even if this means several trips to refill water containers. A bucket is located in the Assembly room kitchen area, or on request from the Duty Officer.

## **2. Contacting the Emergency Services**

When calling the emergency services it is important that they are given the full information. Remember when calling **999** for the police, ambulance or fire brigade, the 'control room' for these services may not be local, do not expect the operator to know where your club is located.

**The postcode for Welland Park Academy is LE16 9DR**

Procedure:

- Keep calm, speak clearly.
- Give your name, state the service(s) that you require.
- Give full name, address and telephone number of the college/club.
- Location details and time of the accident/incident.
- Number of casualties and their condition together with the details of any treatment which is being administered or has been given.
- Access point for ambulance.
- Someone should be instructed to meet the ambulance which will aid the medics to reach the casualty as quickly as possible.

## **3. Fire**

On discovering a fire the nearest fire alarm must be activated, Do not attempt to tackle the fire unless safe to do so, (i.e. the fire can be quickly extinguished with the minimum of risk to self).

It is the responsibility of the club committee to ensure that all members and staff understand the basic fire precaution arrangements and procedures:

- The fire alarm is in the corridor by the changing rooms and is straightforward to administer with clear instructions.
- The fire exits are either by the Sports Hall back exit to the astro turf pitch or the main entrance at the front of the building by the car park (depending where the fire is).
- The assembly point is the all weather pitch (astro).
- Fire extinguishers and fire fighting equipment are in the main corridor by the changing rooms.

A fire point should be allocated. If evacuation is necessary it is important to remember the following golden rules:

- Do not panic. Keep a clear head.
- Raise the alarm and call the fire services.
- Do not stop to collect personal belongings, or allow others to do so.
- No heroics. People before property.
- Close doors behind you.
- Where possible use the nearest fire exit.
- Take all registers, and account for all participants and coaches when gathered at the assembly point.

- Do not use any lifts.
- Do not re-enter the building, or allow others to do so, until instructed by the Fire Officer in charge.
- Record any incident or injury, and complete the accident report form.

#### **4. Theft or Facility Break In**

Inform the Duty Officer.

#### **5. Assault**

Should an actual or alleged assault incident take place the senior officer available should be informed or summoned if on the site.

The incident should be investigated in an attempt to find the background factors that led to the assault and seek witnesses, (names and addresses to be taken).

Where injury has been sustained first aid should be provided and if necessary the ambulance and police service should be called. An incident report form should be completed.

#### **6. Drug, Alcohol Abuse**

All persons found to be under the influence of drugs and/or alcohol shall be escorted off the club site by the most senior club officer available. It is important that club members or staff do not unduly place themselves at risk when dealing with disruptive or threatening behaviour relating from drug or alcohol abuse: in all such cases the police service should be summoned.

In serious cases (i.e. unconscious casualty) the ambulance service must be called. During the interim period the casualty should be treated by a qualified first aider.

In such cases discarded items such as drug packaging should be brought to the attention of the ambulance service; this information may be vital to the emergency services to enable them to provide the appropriate care and treatment.

#### **7. Lost Person**

Do not request the assistance of members of the public in the search, (i.e. “We have a lost child; has anyone seen them?”).

Should relatives/lost person not be located after an extensive search it may be necessary to contact the Premises Duty Officer in the first instance, then call the police service.

## **8. Policy Review**

These Emergency Procedures have been adopted by Market Harborough Hockey Club at their Committee Meeting on 4.02.2019 and should be reviewed within 12 months of this date.