Emergency Procedures Harleston Magpies Hockey Club 2016

Out of hours emergency contact numbers:
JOSE TIBBENHAM – BOOKINGS OFFICER 01379854160 07881811259
PHILIPPA TAYLOR 01379852210 07836743841
KIRSTIN CUMMING – FIRST AID CO-ORDINATOR - 01986788439 07908700960

Person in charge of the following incidents:
KIRSTIN CUMMING (or other Executive Committee member/Board member/senior member on site).

1. First Aid
A FIRST AID KIT IS LOCATED UPSTAIRS IN THE CLUBHOUSE AT THE KITCHEN END.
FIRST AID ICE IS IN THE FREEZER .

The nearest telephones are located:

i) INSIDE THE DOWNSTAIRS ENTRANCE
ii) BEHIND THE BAR ON THE FIRST FLOOR

The Clubhouse telephone number is 01379 853706.

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

The following procedures must be followed:
Minor Injury e.g. Small cut, graze, bumps, bruises

a) Take appropriate First Aid action
b) Make provision for the injured person to rest or continue as appropriate
c) Record any incident or injury and complete the accident book/ forms.

Major Injury

a) Arrange for injured person to be taken to hospital or ring for an ambulance. Use your discretion as to whether to administer First Aid.
b) Telephone the next of kin.
c) Record any incident or injury and complete the accident book/form **(located near the kitchen in the Clubhouse).**

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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 CLUB'S POSTCODE IS IP21 5UF

Procedure:

- Keep calm, speak clearly
- Give your name - state the service(s) that you require
- Give full name, address and telephone number of the club/ facility/ school
- 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 be 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.

NB - An emergency contact list in respect of junior members is available on site via the First Aid Officer, or Boys/Girls Youth Development Officer in the first instance.

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 location of fire alarms and how to use them
- The location of fire exits
- The location of assembly points
- The location of fire extinguishers and fire fighting equipment

The fire/muster/assembly point has been allocated as follows :-

THE FIRE/MUSTER/ASSEMBLY POINT IS BY THE CONTAINER FURTHEST FROM THE CLUBHOUSE (ON THE GRASS BEHIND THE CAR PARK).

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 once at the assembly point account for all participants and coaches
- 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 book/ form.

4. Theft or facility break in

Complete an incident report form to record the name, address and telephone number of the person whom the theft has occurred against. The person should be asked if they wish the theft to be reported to the police.

If there are reasonable grounds to suspect that a particular person may have been involved in the theft then the police must be contacted and the person informed that this is the course of action being taken.

If the person is still on the premises then they cannot be physically restrained or held against their will, the same is applicable to the person's property or clothing as this constitutes assault. Every effort should be made to detain the person until the police arrive. An incident report form should be completed.

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 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

In the event of losing a person i.e. in a leisure facility, an announcement should be made over the tannoy/loud speaker system (or otherwise as applicable) requesting them to come to the meeting point. In the case of children, do not mention that they are lost.

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 call the police service (i.e. vulnerable persons).

These Emergency Procedures have been adopted by the Executive Committee of Harleston Magpies Hockey Club.