



Horwich Hockey Club Safety procedures

Emergency contact numbers / Person in charge of the following incidents -

Chairperson Anthony 'Reidy' Reid - 07772 335328 - horwichhockeyclub@yahoo.com

Club Secretary Elizabeth 'Liz' Hopkinson - 07581 163661

1. First Aid

A first aid kit is located: Each team has first aid kit with Team captain

The nearest telephones are located: Use of mobiles

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

NON Emergency Procedure:

Stay calm but act swiftly and observe the situation.

Is there danger of further injuries?

Listen to what the injured person is saying.

Alert the First Aider who should take appropriate action for minor injuries.

Deal with the rest of the group and ensure that they are adequately supervised.

Complete an Accident Report Form & return it to Club secretary / Chairperson

EMERGENCY Procedure:

Stay calm but act swiftly and observe the situation

In the event of an injury needing specialist treatment, call the emergency services ("999")

Do not move nor leave alone someone with major injuries.

Wait for the emergency medics.

First Aider:

Always check safe to approach, wear protection and work within your competencies

Check airway

Check for signs of bleeding and attend.

Check regularly for signs of shock.

Keep the person warm and provide verbal assurance.

In the event of no breathing and no pulse, follow your training within your competencies.

Wear gloves, eye protection, fluid resistant gown

Avoid mouth to mouth, place a covering mask over the mouth that does not obstruct the airway

Compressions and Defibrillator only as required.

DEFIB locations

Holy Cross High School, Chorley - defib located in Community Office

Canon Slade School - In the main entrance of the building near the car park.

Contact the injured person's parent / guardian via your membership contact list.

Head injuries:

Remove the player from the field of play as soon as it is medically safe to do so and seek qualified medical attention immediately.

In a tournament ensure that proper medical treatment / advice has been sought before allowing the player to participate further.

Complete an Accident/Incident Report Form and return it to Club secretary

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 the Club is located.

Hockey Astro turf (Canon Slade School): Canon Slade School, Bradshaw Brow, Bolton BL2 3BP

Hockey Astro turf (Holy Cross High School): Holy Cross High School, Myles Standish Way, Chorley, PR7 3LS

Hockey Astro turf (Bolton School): Leverhulme Pavilion & Astro turf pitch, via Overdale Road off Chorley New Road, Bolton

Clubhouse: Blackrod Cricket Club, Vicarage Road, Blackrod, Bolton, BL6 5AA

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 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 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

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

1. Do not panic – keep a clear head
2. Raise the alarm and call the fire services

3. Do not stop to collect personal belongings or allow others to do so
4. No heroics – People before property
5. Close doors behind you
6. Where possible use the nearest fire exit
7. Take all registers and once at the assembly point account for all participants and coaches
8. Do not use any lifts
9. Do not re-enter the building or allow others to do so until instructed by the Fire Officer in charge.
10. Record any incident or injury and complete the accident book/ form.

4. Theft or facility break-in

Contact the **Club Secretary/Chairman** who will 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. The **Club Chairperson/Secretary** should be informed who will complete an incident report form.

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. The **Club Chairperson/Secretary** should be informed who will complete an incident report form.

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 public address system 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).