

Emergency Procedures 2017-2018

This document summarises the emergency procedures and contact numbers for reading Hockey Club.

Out of hours emergency contact numbers:

Tim Mann : 07850100880

1. First Aid

A first aid kit is located:

- Downstairs by the office

The defibrillator is outside the end door of the club.

The nearest telephones are located:

- Downstairs inside the office
- Upstairs in the bar
- Upstairs in the kitchen

Should a member of the club require first aid treatment a first aider should be summoned by the quickest available means. Note: 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.

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 Clubs postcode is **RG4 6ST**

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
- 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.

Name and address of nearest NHS A&E hospital

Royal Berkshire NHS Foundation Trust
Centre Block
Craven Road
Reading
RG1 5AN
Tel: 0118 3227020

Approximate Distance from Reading Hockey Club: 2.7 miles – 8 minutes

Wexham Park Hospital
Slough, Berkshire
SL2 4HL
Tel. 01753 633000

Approximate Distance from Reading Hockey Club: 22 miles – 30 minutes

Stoke Mandeville Hospital
Mandeville Road
Aylesbury, Buckinghamshire
HP21 8AL
Tel. 01296 315000

Approximate Distance from Reading Hockey Club: 44 miles – 66 minutes

Name and address of the nearest NHS hospital with specialised head injury and trauma unit

John Radcliff Hospital
Headley Way
Oxford
OX3 9DU
Tel. 01865 741166

Approximate Distance from Reading Hockey Club: 48 miles, 40 minutes

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 yourself).

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:

- 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 club official 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 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).

These Emergency Procedures have been adopted by Reading Hockey Club.

Name: Tim Mann

Position held within club: Chairman

Signature:



Date: 1 September 2017