



HHC Emergency Procedures

Out of hours emergency contact numbers:

999 – Emergency Services

112 - Emergency Services

101 – non-emergency for Surrey Police

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The nearest telephones are located at:

The Edge Leisure Centre

Woolmer Hill Sports Pavilion (HHC Clubhouse)

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Club postcode is **GU27 1QA**

Club Address is **Woolmer Hill Sports Ground, Woolmer Hill, Haslemere**

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HHC's Person in charge of the following incidents:

For U18s – Director of Junior Hockey – Andrew Hart ([0777 1141636](tel:07771141636))

For Adults – Director of Hockey – Mel Knight ([07723 556748](tel:07723556748))

Child Welfare Officer – Eryl Chant ([07818 413047](tel:07818413047))

1. First Aid Treatment

A first aid kit is located:

1. **The Edge Leisure Centre** - The Duty Manager is fully first aid qualified and has access to a First Aid Room & DEFIBRILLATOR.
2. **In the Squad Coaching & Match Kit Bags** – Squad Emergency First Aider has access to a first aid kit at both home and away venues.

First Aiders

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

Contact the Duty Manager, Edge Leisure Centre (01428 644577).

Each squad/team will also normally have a qualified first aider available.

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 continue if appropriate or rest in care of responsible person.

- c) Record on HHC Incident Form.
- d) Inform person collecting casualty.

Concussion or minor blow to the head

- a) All players with a suspected concussion, where no appropriately trained personnel is present, must be removed from the field of play and not return to train or play **that same day**.
- b) If an appropriately qualified person has diagnosed a concussion the player can resume play if, after completing England Hockey's graduated return to play programme (GRTP), they are medically cleared to do so.
- c) In the case of **a blow to the head**, however minor, **always inform person collecting casualty** to go to hospital if the casualty develops symptoms such as headache, vomiting, confusion, drowsiness or double vision.
- d) Record on HHC Incident Form.

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 on HHC Incident Form.
- d) Inform Director of Hockey or Director of Junior Hockey immediately after the event.
- e) Check progress of casualty's recovery.

2. Contacting the emergency services

When calling the emergency services it is important that they are given the full information. Remember, when calling 999 or 112 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 **GU27 1QA**

Club Address is **Woolmer Hill Sports Ground, Woolmer Hill, Haslemere**

Procedure:

- Keep calm, speak clearly
- Give your name - state the service(s) 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:

- 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. Lost person

To avoid this happening after hockey activities HHC's person in charge (squad/team manager or coach) will ensure players are handed to parents/carers at the pitch gate.

If you find a lost person take them to the Clubhouse and hand them over to HHC's person in charge who will contact the parent/carer.

In the event of losing a person in the leisure facility or Clubhouse request an announcement be made over the public address system asking the lost person 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).

5. 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.

At the earliest opportunity inform The Edge Leisure Centre, Duty Manager or Woolmer Hill Sports Association if their facilities are affected.

6. 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.

If an Under 18 year old is involved inform HHC's Child Welfare Officer.

7. 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.

These Emergency Procedures have been adopted by Haslemere Hockey Club.

Signed by Club Chairman:

Name: Phil Coghlan

Date: 9th September 2018

