

Emergency Procedures / Accident Action



For all users of the Astro turf pitches at Kings School, and Bar End university pitch.

Procedures.

All pitch bookings for both training and matches (Junior & Senior), are and must be made through:-

- Fixture Secretary – all Saturday / Sunday league and cup fixtures, and all coaching and midweek playing sessions.

This ensures all Winchester hockey club activities are pre-booked, and that the facility's sports centre management are aware of activities running, and that access to the sports facility staff is available should this be required. NB: Team or Group First Aid Kits issued by club should be with designated Captain's, Lead Coaches or Team Managers at every match or session.

In the event of an accident, the following actions should be followed.

1. Blow whistle hard to bring all playing activities to a stop.
2. Stay calm, but act swiftly and observe the situation. Is there a danger of further injuries?
3. Listen to what the injured person is saying.
4. Alert the available First Aider who should take appropriate action for minor injuries
5. Where appropriate, move injured person to the side of the pitch. If in doubt, leave the injured person where they are, until professional assistance (ie the paramedics arrive).
6. If required, an ambulance should be called. Dial 999, and ask for ambulance. NB: *[If dialling from a mobile, dial 112]* NB: Make sure Sports Office know Ambulance called and Gate is to be unlocked.

The address is :-

A) Kings School,

Kings Road, Winchester, Hants, SO22 5PN – ASTRO PITCH.

The nearest vehicle access is through the staff car park, at the end of Kings Road

If mobile phone not available, the nearest phone is in the Sports Managers office – sports centre (next to the swimming pool), and nearest public phone is:- Top of Battery Hill Rd, opposite One Stop Store

B) University Pitch - Bar End

**University Stadium Sports Ground, Milland Road, Bar End, Winchester
SO23 0QA**

Emergency access off Milland Road entrance, Bar End.

Nearest Phone is in the University sports centre office on site.

7. Deal with the rest of the group and ensure they are adequately supervised.
8. First Aid from the first aid kit at the pitch side should only be administered by a qualified first aider.
9. CONCUSSION: Please be aware of EH concussion guidance, (See form EH6 on club website), and players sustaining head injury or showing signs of potential or actual concussion (see page 3) MUST NOT be allowed back on pitch
10. Once all safety action and care of the injured person has been undertaken, the following procedures should be followed:-

- From Teamo (All Lead Coaches & Team Managers can access), make contact with the child's parents and advise them of injury. Junior players parent / carer contact details should be on register, or in emergency contact Junior membership sec Anna Morgan. Senior players – contact Club Membership Secretary.
- Complete a WHC Club accident form – see next page. NB this should be in triplicate, (take copies) with one copy retained by the Coach, one copy sent to the Club secretary, and one copy given to the Sports centre office.
- Make contact with the Sports Centre office, and complete an entry into their accident register book. It may be necessary to complete a more complete accident report. This should be completed by the most senior coach present, if at a training session.



ACCIDENT REPORT FORM -

1. Name and location of facility		
2. Full name Tel No: of coach supervising the session		
3. Full name of the injured person		
4. Full address of the injured person		
5. Age of the injured person		
6. Date of accident	Time of accident	
7. Nature of injury, including location on body		
8. Nature of any injuries/after-effects which developed later		
9. FULL details of the accident including;- how it happened; what activity was being performed; where it happened (if off pitch);		
10. Witness name(s) and address(es)		
11. Action taken:		
Police called:	Yes / No	Ambulance called: Yes / No
Facility manager informed:	Yes / No	Facility accident book completed Yes / No
Parent informed	Yes / No	Action agreed with parent:
12.Details of first aid given (and first aid supplies used that need replenishing).		
13. Other actions?		

Please ensure this form is legible, is signed and dated. **Section to be completed by supervising coach/leader.** I confirm that the above details are correct and accurate to the best of my knowledge

Print name:	Signature	Date:
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NB: a copy should be retained by the lead coach / captain, a copy sent to the Club Secretary, and a copy given to the Sports Centre Office. This form should be kept for a minimum of 3 years.



Coaching Sessions – Session Risk Assessment

Please Note: This is a tool for club support; it is good practice for the club to encourage each coach to complete a risk assessment / check at the start of each session:-

Site	Date	Time	Session	Visual Check	Equipment Check	Sign (Lead Coach)	Print Name (Lead Coach)
<i>EG: Kings</i>	<i>XX/XX/XX</i>	<i>6.30-7.30pm</i>	<i>Under 13 Boys</i>	<i>Complete – No risks</i>	<i>Complete – No risks</i>	<i>A.Coach</i>	<i>A Coach</i>

Check – are football goals safely out of the way to the side of the pitch?

Recognising Concussion:-

RECOGNISING CONCUSSION:
 After a fall or impact, concussion should be suspected in the presence of any one or more of the following:

1. Symptoms e.g. headache, dizziness, nausea
2. Physical signs e.g. unsteadiness, dazed/dinged
3. Impaired brain function e.g. confusion, memory loss, disorientated
4. Abnormal behaviour e.g. change in personality

- DANGER SIGNS**
- Deteriorating conscious state (more drowsy)
 - Increasing confusion or irritability
 - Severe or increasing headache
 - Repeated vomiting
 - Unusual behaviour change
 - Seizure or convulsion
 - Double vision
 - Weakness, tingling or burning in limbs
 - Midline or severe neck pain

If concussion is suspected immediately remove the individual from play and do not allow to return. If player incurs head injury – remove from play and do not allow to return even if concussion not suspected.