

# Emergency Guidance: Woollams Playing Fields

## Useful Information

### First Aid Kits

- A First Aid kit located on the pitch, by the main entrance gate, at every junior session
- Alternative First Aid kits can be located:
  - In the school building (location to be updated)
  - In the OA's clubhouse (location to be updated)

### Telephones

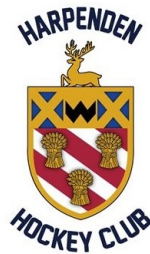
- The nearest landlines are located:
  - In the school building (location to be updated)
  - In the OA's clubhouse (location to be updated)
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### Current First Aiders

- David Thomas (mob: 07939 587237)
- Vijay Patel (mob: 07939 017770)

## Contacting the Emergency Services

- When contacting the Emergency Services it is important they are given the full information. The control room for 999 will not be local so do not expect the operator to know where you are.
- The address and postcode for Woollams is:  
Woollams Playing Fields  
160 Harpenden Road  
St Albans  
Herts  
AL3 6BB
- Ensure directions are given to the school part of the site, or where the incident is located, to avoid delays with the emergency service vehicles arriving.
- When speaking to the control room operator, remember:
  - Keep calm and speak clearly.
  - Give your name and state the service you require.
  - Give the full name, address and postcode of the site.
  - Give a contact number for the site, whether that is your mobile no., the mobile no. of the person in charge, or the no. of the landline being called from.
  - Give the location, details and time of the accident / incident.
  - Provide what3words – for accurate location information if you have the app.
  - Provide details of the number of casualties (if any) and their condition along with the details of any treatment which has been administered.
  - Details on the access point for the emergency vehicle(s), particularly if this is off road.



- Instruct someone to meet the emergency vehicle(s) to help them reach the correct location as quickly as possible.

#### **In the event of an injury**

- Stay calm but act swiftly and observe the situation. Is there any danger of further injuries?
- Listen to what the injured person is saying.
- Alert the First Aider who should take the appropriate action for the severity of the injury.
- Minor Injuries (e.g. small cuts, grazes, sprains, bumps and bruises)
  - Take the appropriate First Aid action to treat the injury.
  - If the injured person is unable to continue playing or training contact the injured person's emergency contact as on the membership list and arrange their collection.
  - If the injured person is able to continue playing or training ensure their parent of guardian is informed of the injury and any potential further treatment that may be required before they leave.
  - Complete an Incident Report form and return this to the Junior Co-ordinator as soon as possible after the incident.
- Major Injuries
  - Take the appropriate First Aid action to treat the injury.
  - Contact the Emergency Services if necessary, or arrange for the injured person to be taken to the nearest A&E Department if possible.
  - Do not leave the injured person alone, ensure they are kept warm and check regularly for signs of shock.
  - Move the rest of the group away from the injured person and ensure they are adequately supervised.
  - Contact the injured person's emergency contact as on the membership list and:
    - Inform them of the nature of the injury.
    - If the player is to remain at the pitch, arrange for the player to be collected.
    - If the player is to go to hospital, inform them which hospital the player is being taken to.
  - Complete an Incident Report form and return this to the Junior Co-ordinator as soon as possible after the incident.

#### **In the event of a fire**

- Alert the person in charge immediately the fire is discovered.
- Contact the Emergency Services.
- Do not attempt to tackle the fire unless safe to do so (i.e. the fire can be easily extinguished with the minimum of risk to yourself).
- The person in charge should alert everyone on the pitch by blowing short, sharp blasts on a whistle continuously for 30 seconds, or until everyone is making their way off the pitch.



- On hearing the alert whistle the Lead Coaches should ensure that everyone in their care (including all assistants and helpers) evacuates the pitch immediately. Please remember:
  - Do not panic – keep a clear head.
  - Ensure those in your care keep calm also.
  - Ensure no one stops to collect personal belongings
  - Ensure no one re-enters the pitch until given the all clear by the person in charge.
  - Record any accidents or injuries on an Incident Report form and return it to the Junior Co-ordinator as soon as possible.
- Those evacuating the pitch should be taken to the Assembly Point in the car park.
- Once at the Assembly Point the Lead Coaches must take a registers to account for all players and assistants who registered at the beginning of the session.

**In the event of a lost / missing person**

- Inform the person in charge as soon as the person is noticed as missing.
- The person in charge should notify the lead coaches only of the missing person and should try to find out where and when the missing person was last seen.
- Organise a search for the missing person using available coaches and assistants only, preferably those who are known to the missing person.
- Do not request the assistance of parents and / or spectators in the search.
- If the missing person is not located after an extensive search, consider contacting the emergency services, particularly if the person is felt to be vulnerable.
- Contact the parents, guardians or emergency contact of the missing person as on the membership list.