



Pitch Safety, Emergency & Accident Reporting – all locations

Revision history

Revision 0	Approved November 2020
Revision 1	Updated to reflect England Hockey Playing Safe Hockey issued November 2020. Update to accident reporting.
Revision 2	Updated following change to club insurance policy and locking of the Fishponds Road entrance.
Revision 3	Updated for new accident incident reporting process.

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Pitch Safety, Emergency & Reporting Procedures – all locations

The Lucas Lane pitch will be locked when not in use to ensure no un-authorised or unsupervised use. The code will be changed annually to help ensure this.

Personal responsibility

We all have responsibility for the safety of ourselves, other players and spectators.

- Do not enter the playing surface until told to do so by the coach/captain. This should not be before the participants in a previous session have left the pitch.
- Wear your shin pads and gum shield before you start to practice with a ball.
- Do not practice in an area where a miss hit or badly placed pass may cause injury, e.g. in front of players getting ready who will not be looking at the ball.
- Do not hit balls near other players warming up who are not part of your warm-up group and so are not looking at your ball.
- If practicing shots at goal ensure the keeper is ready especially if more than one player is shooting.

Ultimate responsibility for the safety of all participants

- For training sessions; the senior coach at the session.
- For a home match; the team captain and umpires.
- For away matches the home team and umpires, but raise any concerns with your captain in the first instance.
- Note:- Umpires are only responsible once a game has started and until the final whistle.

Actions

1. Inspect the pitch surface to ensure it is safe to use - not damaged, frozen or waterlogged in any area.
2. Move goals not required in the storage area at Lucas Lane or at the ends of HBS's pitch.
3. Ensure a first aid kit is available at all matches (home and away).
4. Ensure protective equipment is available (e.g. face guards).
5. If there is an injury or a player collapses ensure that the session/match is stopped until the casualty is assessed by a first aider.
6. If a first aider suspects that the heart has stopped, send a sprinter to obtain the defibrillator from the main corridor of the Lucas Lane clubhouse or the HBS Tennis Club reception. Instructions are broadcast by the equipment.
7. If an ambulance is required phone 999. Give the location as:

Hitchin Cricket Club SG5 2JA	Hitchin Boys' School SG5 1JB
Some Sat Navs are not precise, so explain location at the junction of Gaping Lane and Lucas Lane. Advise access via West Hill and Lucas Lane to minimise conflicting traffic	Access via Grammar School Walk because the school intend to keep the Fishponds Road entrance locked
Send a player to the main entrance to direct the ambulance to the bottom of the ramp to the pitch.	Send a couple of players to the main entrance in Grammar School Walk to make sure the ambulance gets to North Court and help carry any equipment to the pitch



It is suggested that captains and coaches keep the pitch post codes in their phones so that in the event that off site help is required they have the correct post code at hand.

8. Ensure the casualty is cared for by the first aider while waiting for the ambulance.
9. Check the casualty's medical records for any relevant conditions.
10. Send a player to inform the reception or bar in the clubhouse or reception in the Tennis Centre.
11. If appropriate, contact the injured person's parent or nominated contact.

ACCIDENT REPORTING

12. There is only one accident folder/system and is used by all groups, HTCC Ltd, Blueharts Hockey Club and Hitchin Cricket Club. The form has been designed to take account of the different requirements of what needs to be reported by the different groups and as such some parts are not applicable to all groups. There is an example of how to complete the form for Blueharts in the front of the folder. The system is paper based to allow completed forms to be removed from general access and locked away as part of data protection.

This system also introduces a head injury notice which should be given to the player or their parent in the event of a head injury.

Regardless of the location of the accident or incident the coach/captain must as soon as possible after the event:

- a. Complete a page in the Accident Report Folder. The folder is kept in reception at Lucas Lane and is the easiest way if playing or training on the main pitch or at HBS.
- b. Inform the Welfare Officer and Health & Safety Officers of both Blueharts and HTCC of the accident/incident.
- c. There is a word copy of the form on the club web site which can be completed away from the club and e-mailed to the Blueharts safety officer. Particularly useful for away matches. Please do not amend the form.
- d. Once an e-mailed form has been received by the Safety Officer, please delete the electronic version of the form so that we comply with the data protection requirements. The Safety officer will print the complete form and introduce it into the main paper-based system.
- e. The Blueharts Safety Officer and the Director of HTCC Ltd responsible for Health and Safety matters will review the form routinely when on site and conduct further investigations if they feel this is required.
- f. Accident forms that have been reviewed by the safety officers will be removed from the folder, and therefore general access, and filed in a secure cabinet.
- g. In the event a player suffers a head injury in addition to the accident form please complete a head injury form and hand to the player or their parent. The problem is the player may well say they are fine and walk away only to collapse some hours later from a brain bleed. Emergency services attending, unaware of the injury, will start with basic checks. Finding this form in the players wallet/purse with their ID will alert the medical team to a possible cause for the sudden collapse. In the event of a parent having the information written down when attending A&E will ensure the full details are passed over to the medical team.



- h. Players and parents should be aware and follow the EH policy on head injuries and the recommendations about not playing or training until the players body has had time to recover. It is the players and the parents' responsibility as to if they/their child is fit to take part in hockey and the coaches/captains or first aiders are not medically trained to give advice.

13. Which accidents need to be reported?

- i Grazes that simply require a plaster **do not** require to be reported.
If any doubt about the severity of the accident record it!
- ii Muscle pulls or strains **do not** need to be reported in the accident book even if that injury requires the player to sit out or be substituted see 13 iv.

The accidents that **MUST** be reported and recorded in the accident book are:-

- iii All neck and head injuries regardless of how insignificant they may appear at the time of the incident.
- iv Any injury where the player has to be substituted, or sit out during training, even if this is only a short-term measure
- v Any injury that requires Treatment from a first aid specialist (e.g. Team doctor/ first responder)
Hospital treatment, ie A&E
Subsequent visit(s) to a GP

If the accident falls into 13 v above (whether immediately or subsequently), complete the England Hockey form: <http://www.englandhockey.co.uk/page.asp?section=2566>

Notifying England Hockey is the responsibility of the captain or coach who filed the initial accident form and the fact EH have been informed needs to be recorded on the original accident form.

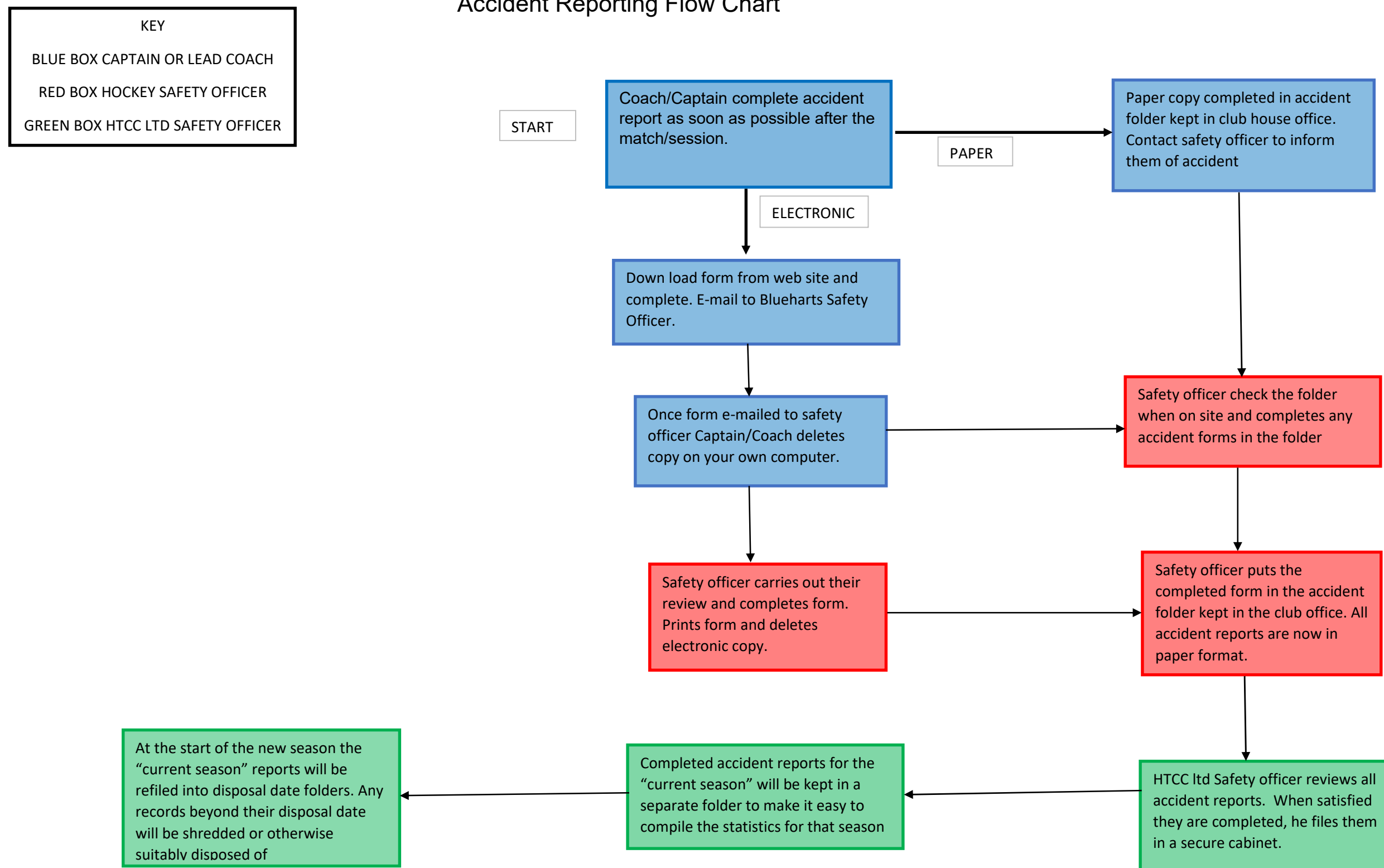
The accident records are administered by Hitchin Town Cricket Ground Ltd. The accident forms will be retained for 10 years or until the player has reached the age of 25 years when records will be retained for 7 years.

14 The Blueharts Safety Officer will compile accident statistics at regular intervals and report these to the Executive Committee. The accident report for a season will start on 1st September each year.

15 There is a basic accident reporting flow chart below in part to show who does what and part to show the overall system. It does not show details.



Accident Reporting Flow Chart





Club insurance

The club holds a standard England Hockey club insurance policy, a summary of which is below. Cover applies only to Blueharts' sanctioned activities. If you deem the level of cover to be insufficient for your needs then you will need to make your own arrangements.

Club liability insurance is provided to all club members, coaches, umpires, employees and volunteers whilst undertaking activities sanctioned by the club and within the club environment. Coaches who operate outside their club environment should purchase separate insurance and this is available as part of the England Hockey Coaches membership. Umpires are covered for Blueharts matches home and away. However, the policy does not cover umpires who umpire any match that Blueharts are not involved in. These umpires require silver or gold membership and if this is in the interests of Blueharts contact the treasure who will make the necessary arrangements.

The injury insurance carried by the club for members on activities as parts of Blueharts is as follows:

Personal Accident

Category	Insured Persons
A	All England Hockey Membership Plus; Counties, Clubs, Committees, Lead Coaches, Coaches, Officials, Members, Volunteers & Helpers aged over 16 years.
B	Youth Players under the age of 16 years.

Category	Operative Time
A & B	Whilst the Insured Person is (a) Playing or officiating for the insured club at home or away fixtures. (b) Taking part in training organised by the insured club. (c) Travelling directly to or directly back from the insured clubs home or away fixtures as part of an organised party under the direction of the insured club. (d) Engaged upon duties on or around the premises of the insured club.



Personal Accident		
Accidental bodily injury resulting in:	Category A	Category B
Death	£75,000	£10,000
Loss of Sight in one or both eyes	£75,000	£75,000
Loss of Hearing in one ear	£18,750	£18,750
Loss of Hearing in both ears	£75,000	£75,000
Loss of one or more Limbs	£75,000	£75,000
Loss of Speech	£75,000	£75,000
Permanent Total Disablement* (PTD)	£75,000	£75,000
Temporary Total Disablement	£300 per week or 100% of weekly wage whichever is lesser	Not Insured
Excess Period	14 days	n/a
Benefit Period	52 weeks	n/a

*The basis of cover for permanent total disablement is any and every occupation



Personal Accident Extensions for Categories A & B	
Accidental bodily injury resulting in:	Sum Insured
Broken Bones	Maximum for all Fractures in one Claim £1,000 Hip or Pelvis (excluding coccyx or thigh) £350 Femur or heel £250 Skull (excluding jaw or nose), lower leg, collarbone, ankle, elbow, upper or lower arm (including the wrist but not a Colles' fracture) £350
Coma Benefit	£100 per day for each day up to a maximum of 365 days
Concussion	Up to £500
Dental & Optical Expenses	Up to £5,000
Facial Disfigurement	Up to £750
Hospitalisation	£50 per day up to £750
Medical Expenses	Up to £15,000
Paraplegia and Quadriplegia	Up to £75,000
Physiotherapy	Up to £1,000
Reimbursement of affiliation fee/club subscriptions	Up to £500

Maximum Benefit any one Insured Person	
Death and Capital Sums:	£75,000
Temporary Total Disablement:	£300 per week

Maximum Accumulation Limits	
Any One Aircraft:	£1,000,000
Any One Accident:	£1,000,000

If you wish to make a claim, please contact the club treasurer.