



Emergency procedures

Okehampton Hockey Club



The pitch is located at the Pavilion in the park, Okehampton **EX20 1PW**
Grid reference no: **SX592947** **What3Words: deep.moving.masks**

Pavilion in the park contact number: 01837 318010
Out of hours emergency contact numbers:
College Caretakers: **07837652606 or 07837652497**

1. First aid

First aid kits are located:

- With Club coaches and in goalkeepers kit bags
- In the end changing room of the pavilion, Key code number **1959**

The nearest telephones are:

- In the pavilion
- Mobiles on pitch-side

There is a defibrillator located on the outside wall of the Pavilion in the park

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

- Take appropriate First Aid action
- Make provision for the injured person to rest or continue as appropriate
- Record any incident or injury and complete the accident book/ forms.

Major injury

- Arrange for injured person to be taken to hospital or ring for an ambulance. Use your discretion as to whether to administer First Aid.
- Telephone the next of kin.
- Record any incident or injury and complete the accident book/ form.

Injury reporting:

All injuries/incidents must be recorded using the accident form/book, as well as this- any receiving treatment from a first aid specialist (e.g. Team doctor/ first responder); requiring Hospital treatment, Or Subsequent visit(s) to a GP must be reported using the England Hockey injury monitoring form found at: [Injury Reporting \(englandhockey.co.uk\)](https://www.englandhockey.co.uk/injury-reporting)

2. Late collection of young club members

If a parent/carer is late for the collection of a junior club member, the Club will:

- Attempt to contact the parent/guardian concerned,
- Wait with the young person at the agreed meeting point, with wherever possible another responsible Club member/volunteer, and,
- If after 30 minutes the parent/guardian has not arrived, contact the police for assistance.



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3. 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.

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/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.

4. 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 firefighting 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.



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5. Theft or facilities 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.

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.

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.

8. 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 Okehampton HC.

Updated: July 2023