

OLD HALESONIANS HOCKEY CLUB

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SAFETY PROCEDURES GUIDELINES FOR DEALING WITH AN INCIDENT / ACCIDENT

- Stay calm but act swiftly and observe the situation. Be aware of the situation, so as not to cause any further injury or danger.
- If necessary, evacuate the pitch in a calm and controlled manner and proceed to the school car park outside reception
- If there is an injury, listen to what the injured person is saying
- Alert the First Aider who should take appropriate action for minor injuries
- In the event of an injury requiring specialist treatment, call the emergency services. A phone is available in the school reception and mobile phones are available pitch side
- Ensure that the rest of the group is adequately supervised
- Do not move someone with major injuries unless they are in serious danger of further injury.
- Wait for the emergency services
- Contact the injured person's parent/guardian/next of kin. If telephone number not readily available, contact [add name and contact here of Youth Coordinator and Club Secretary]
- Complete an incident/accident report form for adults and return to [add details here of Club Secretary]
- Complete the incident/accident book for juniors during training. Youth Co-ordinator to coordinate.

Please note:

- First Aid kits are supplied to each team and coach at the club and will be at pitch side
- Captains/coaches to ensure first aid kit is always kept up to date and replace items as and when required.

Signed (Club Chairman): Date:

Print Name:

Signed (Club Secretary): Date:

Print Name: