



## Chiltern Hockey Club Emergency Guidance

Information for 6<sup>th</sup> Form Pitch

### First Aid Kits

- A First Aid kit should be taken to every game
- Alternative First Aid kits can be located:
  - In the 6<sup>th</sup> Form Reps Office at entrance
- The nearest **landlines** are located:
  - In the 6<sup>th</sup> Form Office building

### 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 the 6<sup>th</sup> Form is:
  - Bradgers Hill Road, Luton, Bedfordshire, LU2 7EW
- The 6<sup>th</sup> Form Rep's mobile number is:
  - Chris 07847 297236
- Ensure directions are given to the sports 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 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.

### 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 Match 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 Team Captains must take a registers to account for all players and assistants who registered at the beginning of the session.

### **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 or 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 Match Co-ordinator as soon as possible after the incident.

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