

Emergency Procedure

Injury

All of our coaches are first aid trained. They are also trained in our Emergency procedures and are committed to:

- Providing and maintaining first aid kits which are available at each session.
- Carrying a charged mobile phone with them at all times.

If an injury occurs our coaches will:

- Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
- 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.
- Deal with the rest of the group and ensure that they are adequately supervised.
- Do not move someone with major injuries. Wait for the emergency medics.
- Contact the injured person's parent/guardian.
- Complete an incident/accident report within the session's accident book.

Fire

On discovering a fire, the nearest fire alarm must be activated.

It is the responsibility of the committee to ensure that all coaching staff and volunteers understand the basic fire precautions and arrangements:

- The locations 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.

DO NOT ATTEMPT TO TACKLE A BLAZE YOURSELF UNLESS IT IS SAFE TO DO SO. CALL THE EMERGENCY SERVICES.