



WISBECH TOWN CRICKET and HOCKEY CLUB



Emergency Procedures

1. Fire

On discovering a fire, the nearest fire alarm must be activated. Do not attempt to tackle the fire unless it blocks your safe exit from the building. The fire alarms are fitted around the club and tested regularly that they are working correctly.

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 fire fighting 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 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.

2. Theft or facility break in

The club is fitted with a burglar alarm and all doors and windows are locked and secure. Changing rooms should not have any valuables left in them. If a theft occurs 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.



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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.

3. 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.

4. 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.



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5. Lost person

In the event of losing a person the first option should be to try and contact them. All club members provide contact details for themselves or in the case of children their parents/guardians. If this is not possible or unsuccessful a search should be carried out. Only responsible CRB checked persons should conduct the search. 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).

6. Accidents and injuries

In the event of minor injuries each team and training session has a trained first aider and first aid kit to administer treatment. In the event of more major incidents there is a public telephone close to the club and players and coaches have mobile phones to contact emergency services.

There is access to the pitch for emergency services and an ambulance could come onto the pitch if necessary. In the event of a serious injury e.g. head injury or heart attack, the trained first aider present will administer basic first aid whilst awaiting the arrival of the emergency services.

The person responsible for the activity, i.e. Head coach or captain will organise a person to guide emergency services to the area where the casualty is located. The first aider will inform the emergency services of details of the incident, treatment they have administered and any other relevant information that they have.

All club members and juniors fill in a registration form annually which includes details of any medical conditions and emergency contacts. In the event that it is a visitor to the club who is injured every effort is made to ascertain this information.

The Club has Incident/Accident Reporting forms that records all incidents and treatments. These can be found on the club website and behind the club bar. All of the following will also be supplied with some copies of the form at the start of each season.



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All such incidents may be reported to the committee &, where required within the appropriate policy, the club's disciplinary & safeguarding procedures will be applied.

In the event of an accident, the following procedure should be followed by the club:

- fill in the accident-reporting form for accidents/incidents
- make contact with parents or guardians if the participant is under the age of 18
- send one copy of form to the Health and Safety lead folder
- send a copy of the form to the Welfare Officer if the participant is under the age of 18
- contact emergency services or GP if required
- record in detail all facts surrounding the accident, witnesses, etc.