



Ground: PIXHAM LANE, DORKING, RH4 1PQ Tel: 01306 889728

## Emergency and First Aid Procedures

### 1. GENERAL INSTRUCTIONS

Members should not park in areas that restrict access to the Clubhouse or the playing area, particularly

- 1) along the drive to the clubhouse
- 2) the access to the drive in the car park
- 3) the access point to the field
- 4) the access to the car park

It is the responsibility of the head coach for each team to thoroughly check the relevant playing areas and pitches prior to each training session and match, with the assistance of volunteers or parents, to identify and carefully remove any potentially harmful objects, such as glass, cans, dog faeces etc.

It is also the responsibility of all coaches and volunteers present to ensure that children do not climb on any of the ground maintenance or playing equipment (e.g. sight screens, covers, rollers). In the event that children repeatedly climb on equipment after having been warned, their parents will be asked to remove them from the club.

### 2. EMERGENCY EVACUATION OF THE CLUBHOUSE

In case of fire, a shout of 'FIRE' will be called to alert all individuals and an instruction given to leave the building by the nearest available exit in a calm and orderly manner to an assembly point identified as: the **pitch / wicket area** which is a safe distance from the Clubhouse and clear of the car park, in order not to restrict access for the fire brigade.

Officers of the Club, Committee members, bar staff or, in their absence, any responsible member will assume immediate responsibility and call the fire brigade if required.

If it is safe to do so, an attempt to extinguish the source of the fire can be made using an appropriate fire extinguisher, e.g. by ensuring that a safe passage to an exit point is available and that there is a low risk of suffocation.

An Officer of the Club, a Committee member or any responsible member should, if safe to do so, check that the premises have been evacuated, close doors and proceed to the assembly point to take charge and to liaise with the fire brigade on their arrival.

Upon exiting the club in an emergency situation, appropriate action, assistance and care should be forthcoming from adult members to ensure the safe exit of junior members and any members that suffer from disabilities. However, members should not put themselves or anybody else in danger to provide assistance.

### **3. CALLING THE EMERGENCY SERVICES**

If the fire brigade or an ambulance is required a 999 emergency call should be made by a responsible person from the Club phone, using the instructions on display by the Club phone or in the First Aid kit.

In emergencies a mobile phone should be used from the playing area provided that there is a strong reliable signal, and the bar staff should be informed that an emergency call has been made.

If an ambulance has been called, a responsible person, but not the first aider (who should remain with the casualty), should direct the ambulance to the casualty as it arrives in the car park.

### **4. FIRST AID**

All Group coaches will be First Aid trained by virtue of their ECB Level 1 or higher accreditation.

Managers of teams without a qualified First Aider present on the day should note the location of First Aiders who are present.

There will be a First Aid kit sited in the rear right changing room of the club at Pixham Lane, containing First Aid supplies suitable for likely incidents occurring at the club and in connection with the club.

An accident report form will also be sited behind the bar for incidents occurring, such as in the clubhouse, that are not connected with the sport.

Each Manager attached to a team will be issued with a mobile First Aid kit for use both at home and away matches, containing First Aid equipment, an easy to follow guide to First Aid procedures, instructions for making an emergency call, an Injury Report Form and a list of Contents/Order form.

During training/playing sessions, the First Aid kits should be carried in the equipment bags next to the relevant playing areas.

Should there be an incident, a responsible person shall be dispatched to the nearest available First Aider who will attend to the casualty. If this is sufficient, the First Aider

will remain with the casualty until the risk is reduced or, if the casualty is a minor, until they are relieved by a parent/carer.

If necessary the First Aider will request that an ambulance is called following the procedure in Section 3 above, but in the event of a suspected life threatening condition, e.g. prolonged unconsciousness, loss of breathing, suspected heart failure or excessive loss of blood, an ambulance should be called immediately by anyone, at the same time as a First Aider is being located.

An Injury Report Form from the First Aid kit should initially be completed as soon as possible after the incident by the person dealing with the injury. A copy of this form should be forwarded to the Welfare Officer, who will be the custodian of records of injury for the club. The Welfare Officer will acknowledge receipt of the injury form.

Within 24 hours of the injury occurring, the Manager or Coach of the injured player should contact the parents/carers to enquire about the welfare of the injured player and to find out about any follow up to the injury, e.g. after being seen at a hospital Accident and Emergency Department or by a Doctor.

## **5. Basic Guidelines for Dealing with an Injury / Incident**

The following basic instructions should be observed when handling an incident:

- 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/carer.
- Complete an incident/accident report form

## Nearest Hospital:



**Epsom General Hospital**  
Dorking Road,  
Epsom, Surrey,  
KT18 7EG

(0)1372 735735

(8.7 miles away)

### Directions:

From Pixham Lane Ground, turn left on Pixham Lane (towards Denbies Vineyard) and then turn right at Denbies roundabout on the A24 heading North towards London

OR

From the Westhumble ground turn left onto the A24.

Follow the A24 North past the Burford Bridge Hotel. Continue on the A24. At the Givons Grove Roundabout take the 3rd exit to follow the A24 towards London/Epsom. At the Beaverbrook Roundabout take the 2nd exit onto the A24 to London/Epsom.

At the Knoll Roundabout take the 3<sup>rd</sup> exit onto the A24 (for Sutton and Epsom). Follow the A24 through Ashted. The Hospital is on the Right Hand Side before arriving at Epsom.

## Nearest Doctors Surgery:



**Medwyn Surgery**  
Reigate Road,  
Dorking, Surrey,  
RH4 1SD

(0.3 miles away)

### Directions:

From Pixham Lane Ground, turn left on Pixham Lane (towards Denbies Vineyard) and then turn left at Denbies roundabout on the A24 heading South towards Dorking

OR

From the Westhumble ground turn left onto the A24. At the Burford Bridge roundabout turn right to return South on the A24 to Denbies roundabout. Go straight on down the A24 towards Dorking.

Follow the A24 past Dorking Station and at the Deepdene Roundabout, take the 3<sup>rd</sup> Exit (the A25 towards Dorking). The surgery is on the left after 300 metres, just before the Dorking Halls.

