

CLUB EMERGENCY & FIRST AID PROCEDURES



DORKING FREESTYLE SPORT KARATE

1. GENERAL INSTRUCTIONS

Members should not park in areas that restrict access to the Hall. Please do not park on the Hall side of the road as it may restrict ambulance access based at Spook Hill. A car park is available at the back of the hall

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

2. EMERGENCY EVACUATION OF THE HALL

In case of fire, a shout of '**FIRE**' will be called and the manual alarm system will ring 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 grassed area by the Fire Station which is a safe distance from the Hall and clear of the car park, in order not to restrict access for the fire brigade.

Officers of the Club, Committee members, 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 their mobile phone, or the public phone in the hallway.

Ask for assistance at **North Holmwood Village Hall, Spook Hill, North Holmwood, Dorking, Surrey. RH5 4HH.**

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

Qualified First Aiders on any training session will be the Instructor in charge i.e Steve Foot, Rick Ebdon, John White

There will be a First Aid kit sited at the Registration Table, 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 with the First Aid kit for incidents occurring, that are not connected with the sport.

Each First Aider attached to a team will be issued with a mobile First Aid kit for use at competitions and external events, 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 sessions, the First Aid kits should be in open view beside the relevant training 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 First Aid Officer, Steve Foot – 47 oak Ridge, Dorking, Surrey RH4 2NY who will be the custodian of records of injury for the club. The First Aid 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