



Emergency Procedures / Accident Action

For all users of the Astro turf pitch at Kings School, and at the Bar End university pitch.

Procedures.

All pitch bookings for both training and matches (Junior & Senior), are and must be made through:-

- John Kalb - Fixture Secretary – all Saturday / Sunday league and cup fixtures, and all coaching and midweek playing sessions.

This ensures all Winchester hockey club activities are pre-booked, and that the facility's sports centre management are aware of activities running, and that access to the sports facility staff is available should this be required. NB Team or Group First Aid Kits should be with designated Captain's, Lead Coaches or Team Managers.

In the event of an accident, the following actions should be followed.

1. Blow whistle hard to bring all playing activities to a stop.
2. Stay calm, but act swiftly and observe the situation. Is there a danger of further injuries?
3. Listen to what the injured person is saying.
4. Alert the available First Aider who should take appropriate action for minor injuries
5. Where appropriate, move injured person to the side of the pitch. If in doubt, leave the injured person where they are, until professional assistance (ie the paramedics arrive).
6. If required, an ambulance should be called. Dial 999, and ask for ambulance. NB: [*If dialling from a mobile, dial 112*]
The address is :-
A) Kings School,
Kings Road, Winchester, Hants, SO22 5PN – ASTRO PITCH.
The nearest vehicle access is through the staff car park, at the end of Kings Road
If mobile phone not available, the nearest phone is in the Sports Managers office – sports centre (next to the swimming pool), and nearest public phone is:- Top of Battery Hill Rd, opposite One Stop Store
B) University Pitch - Bar End
University Stadium Sports Ground, Milland Road, Bar End, Winchester
SO23 0QA
Emergency access off Milland Road entrance, Bar End.
Nearest Phone is in the Uni sports centre office on site.
7. Deal with the rest of the group and ensure they are adequately supervised.
8. First Aid from the first aid kit at the pitch side should only be administered by a qualified first aider.
9. Once all safety action and care of the injured person has been undertaken, the following procedures should be followed:-
 - From the Players register, make contact with the child's parents and advise them of injury. Junior players parent / carer contact details should be on register, or in emergency contact membership sec on : Tony Langridge: 07980 519537. Senior players – contact Club Secretary or Membership Secretary.
 - Complete a WHC Club accident form – see next page. NB this should be in triplicate, (take copies) with one copy retained by the Coach, one copy sent to the Club secretary, and one copy given to the Sports centre office.
 - Make contact with the Sports Centre office, and complete an entry into their accident register book. It may be necessary to complete a more complete accident report. This should be completed by the most senior coach present, if at a training session.



ACCIDENT REPORT FORM -

1. Name and location of facility			
2. Full name of coach supervising the session			
3. Full name of the injured person			
4. Full address of the injured person			
5. Age of the injured person			
6. Date of accident		Time of accident	
7. Nature of injury, including location on body			
8. Nature of any injuries/after-effects which developed later			
9. FULL details of the accident including;- how it happened; what activity was being performed; where it happened (if off pitch);			
10. Witness name(s) and address(es)			
11. Action taken:			
Police called:		Ambulance called:	
Yes / No		Yes / No	
Facility manager informed:		Facility accident book completed	
Yes / No		Yes / No	
Parent informed		Yes / No	
12. Details of first aid given			
13. Other actions?			

Please ensure that this form is completely legible and is signed and dated
Section to be completed by supervising coach/leader

I confirm that the above details are correct and accurate to the best of my knowledge

Print name:	
Signature:	Date:

NB: a copy should be retained by the lead coach / captain, a copy sent to the Club Secretary, and a copy given to the Sports Centre Office.

