



Poloc Cricket Club emergency operating procedures

First Aid

First Aid kits are located in the bar area of clubhouse, on shelving to the left of the door into the seating area.

The nearest telephones are located beside the entrance to the ladies toilets opposite the main clubhouse door upon entering and behind the bar.

Should a member of the club require First Aid treatment a First Aider should be summoned by the quickest available means. (A qualified First Aider will normally be in attendance at all organised club coaching sessions.)

Most emergencies can be resolved by an on the spot response, however in the event of a serious incident, which could range from an injury or illness requiring medical treatment to a fatality, formal procedures must be in place i.e.:

Minor Injury, e.g. small cut, graze, bumps, bruises:

- take appropriate First Aid action;
- make provision for the injured person to rest or continue as appropriate; and/or
- record any incident or injury and complete the appropriate form(s).

Major Injury:

- arrange for injured person to be taken to hospital or ring for an ambulance - use your discretion as to whether to administer First Aid;
- telephone the next of kin; and/or
- record any incident or injury and complete the appropriate form(s).

Contacting emergency services

When calling the emergency services it is important that they are given the full information. Remember, when calling 999 for the Police, ambulance or Fire Brigade, the "control room" for these services may not be local, and the operator might not know where the club is located.

Procedure:

- Keep calm, speak clearly.
- Give your name - state the service(s) that you require.
- Give full name, address and telephone number of the club.
- Give the location, details and time of the accident/incident.
- Provide the number of casualties and their condition together with the details of any treatment which is being administered or has been given.
- Give the access point for an ambulance.
- Identify, and give the name of, the person instructed to meet the ambulance to aid the medics to reach the casualty as quickly as possible.



Fire

On discovering a fire the nearest fire alarm must be activated. Do not attempt to tackle the fire unless safe to do so (i.e. the fire can be quickly extinguished with the minimum of risk to self).

It is the responsibility of the General 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 the telephone for calling fire services 999.
- 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.

Theft or facility break-in

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.

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, however every effort should be made to detain the person until the Police arrive.

A record of the incident should be made.

Assault

Should an actual or alleged assault incident take place the General Committee should be informed.

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 called. A record of the incident should be made.



Drugs and/or alcohol abuse

All persons found to be under the influence of drugs and/or alcohol, and exhibiting disruptive or threatening behaviour, shall be escorted off the club site. It is important that club members, Coaches or staff do not unduly place themselves at risk when dealing with disruptive or threatening behaviour relating from drug or alcohol abuse: in such cases the Police 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.

Lost person

In the event of losing a person a call should be made requesting them to come to a meeting point. 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 the lost person not be located after an extensive search it may be necessary to call the Police (i.e. children and/or vulnerable adults).