

## **Hunts AC: Emergency Procedures**

### **Health and Safety Policy**

Hunts AC is committed to a safe environment for all athletes, coaches, officials and volunteers. We promote high standards of health, safety and welfare in the club, ensure compliance with the relevant statutory requirements, and follow guidelines issued by the UK Athletics (<http://www.uka.org.uk/governance/health-safety/code-of-practice/>).

We ensure that suitable and sufficient risk assessments are carried out and follow those of the One Leisure St Ives Outdoor Centre (see the separate statement on risk assessment). Procedures and safe practices have been adopted as a result of these risk assessments together with appropriate instruction and training, and all reasonable and practical measures taken to avoid risk. The responsibility for ensuring safety rests with everyone concerned. Athletes, coaches, officials, facility providers, ground staff, meeting organisers, spectators and the general public all have a duty of care to ensure that their actions do not affect the health, safety and welfare of themselves and others.

### **Safety and Emergency Procedures**

For the well-being, health and safety of all athletes, coaches, officials and volunteers, and to minimise the effects of any incident/accident, the following procedures have been adopted for all training and competition sessions.

- All coaches and team managers should ensure that they have access to a phone at all training sessions/competitions for use in the case of an emergency.
- All coaches should keep a register of all athletes present at each training session.
- All coaches and team managers should ensure that they have immediate access to up-to-date emergency contact details for all junior athletes present, and details of any medical conditions of athletes that could lead to problems during training or competition.
- All athletes are expected to keep their contact details up to date and to inform the club of any change in their medical condition that could lead to problems during training/competition.
- A qualified first aider is available at all training sessions at the St Ives Outdoor Centre Athletics arena (provided by Centre staff) – for training sessions undertaken away from the track, it is the supervising coach's responsibility to ensure that adequate emergency support is available.
- At competitions, it's expected that the organising club or association will arrange first aid cover.

### **Guidelines for dealing with an incident/accident**

In the case of an accident or incident, you should:

- Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
- Listen to what the injured person is saying.
- Alert a first aider (at the Outdoor Centre reception during training sessions) who should take the appropriate action for minor injuries.
- In the event of an injury requiring specialist treatment, call the emergency services (ensure Outdoor centre staff are informed).
- 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/guardian.
- Complete an incident/accident report form. For minor incidents/ accidents, the single page Hunts AC form (see attached) can be used and passed to a member of the committee for consideration at the next meeting of the committee.
- For more serious incidents/accidents, the UK Athletics form (found at <http://www.uka.org.uk/governance/health-safety>) should be completed and passed to a member of the committee, who will arrange for a copy to be sent to UK Athletics.