



# HEATHFIELD & WALDRON RFC

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## DEALING WITH AN INCIDENT/ACCIDENT

**If you find yourself present at the scene of an accident or an incident that poses a risk of injury, do the following:**

- **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.**
- **Instruct an adult to man the access points so as to direct ambulances and ensure access to the pitch is maintained.**
- **Deal with the rest of the group and ensure that they are adequately supervised and not in danger.**
- **Deal with Parents – They will want to be close (but could be in the way).**
- **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 available from the Bar or from the Chairman of the Junior/Mini-Midi Section.**



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## Emergency Contact Details

<b>Club Address/ Playing Venues:</b>	<b>Heathfield &amp; Waldron RFC</b> Hardy Roberts Rec. Ground, Cross-in-Hand, Heathfield, TN21 0SN	<b>Waldron Recreation Ground</b> North Street (the C208) Waldron TN21 OQR
<b>Site Grid Reference:</b>	TQ 564216	TQ 545195
<b>Nearest main road:</b>	A267 / B2102	Whitehouse Lane / North Street
<b>Meeting Point:</b>	Entrance @ TQ 564216 off A267	Entrance @ TQ 545195 off Whitehouse Lane
<b>Nearest Phone:</b>	Tel: 01435 868 747 (Clubhouse)	No Telephone Number
<b>Emergency Services:</b>	<b>Tel: 999</b>	<b>Tel: 112</b>
<b>Nearest Hospital:</b>	<b>Eastbourne General Hospital</b> Kings Drive Eastbourne BN21 2UD Tel: 01323 417400	<b>Eastbourne General Hospital</b> Kings Drive Eastbourne BN21 2UD Tel: 01323 417400
<b>Heathfield Police:</b>	<b>Inspector Bob Brown</b> South Wealden Area Tel: 0845 60 70 999	
<b>Doctor's Surgeries:</b>	<b>Dr D A Redman</b> 96-98 High St, Heathfield Tel: 01435 864999	<b>M Van-Zutphen</b> The Firs Surgery, Cross in Hand, Heathfield Tel: 01435 862021
<b>Club Steward:</b>	<b>Dave Crowe</b> "Percyville', Mutton Hall Hill, Heathfield Tel: 01435 868297	
<b>Youth Welfare Officers:</b>	<b>Minis: Caroline Perrett</b> Broad Oak Cottage, Burwash Road, Broad Oak, East Sussex TN21 8UF Tel: 01435 866808 Mob: 07803 206310 e-mail: caroline.perrett@btinternet.com	<b>Juniors: Susan Johnson</b> 'Holmbury', South View Road, Wadhurst, East Sussex TN5 6TN Tel: 01892 782828 Mob: 07908 569444 e-mail: sue@holmbury.net



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## Emergency Procedures

As a general guide to emergency action to be taken where there is serious or imminent danger, the Club has implemented the following basic procedures:

### 1. ACTION IN THE EVENT OF FIRE

➤ **If you discover a fire:**

- Close doors and windows to the room.
- Break the glass of a fire alarm call point (where installed).
- Dial 999 or 112 and give details to the Emergency Services.
- Before opening closed doors, check them for heat, which may indicate a fire behind the door.
- Leave the building and go to the assembly point (**Training area, Tennis Club-end**).
- You may tackle the fire with an extinguisher or fire blanket **but only** if it is safe to do so and you have been trained in fire prevention.

➤ **If you hear the fire alarm:**

- Close all doors and windows to the room.
- Leave the building via the nearest exit (following the Fire Exit signs) and go to the assembly point.

➤ **Important:**

- Do not stop to collect belongings.
- Do not re-enter the building until the Fire Service or the Club Manager has declared it safe to do so.
- If you are disabled or in any way unable to use stairs, move to a stairway enclosure and ask
  - a) Someone to inform the Emergency Services that you are awaiting rescue **AND**
  - b) Someone to remain with you.
- In this position you will be safe until the Emergency Services arrive.

### 2. ACCIDENTS AND FIRST AID

➤ **If you have an accident at the Club:**

- Report it immediately to the Chairman of the Junior Section/Mini-Midi Section.
- Make sure an accident report form (available from the Chairman of the Junior Section/Mini-Midi Section) is completed.
- Locate a first aider and identify the nearest first aid kit.

➤ **If you need first aid:**

- Contact a first aider or ask someone to do it for you.
- The names of first aiders are posted on the Sports Club notice board.
- If you cannot quickly locate a first aider, dial 999 or 112 and give details to the Emergency Services.

### 3. ANY OTHER EMERGENCY

- Dial 999 or 112 and give details to the Emergency Services.

**Details of any emergencies are not to be discussed with any person outside the club until an internal investigation has been carried out.**



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## Incident/Accident/Damage Report Form

**Please report all incidents, accidents or damage to people, property, equipment and/or the environment.**

1. Location where incident/accident/damage took place:.....

2. Name of person in charge of session/competition/game: .....

3. Name (and Club) of injured person(s)/property/equipment: .....

4. Address of injured person(s)/location of property/equipment: .....

5. Date and time of incident/accident: .....

6. Nature of incident/accident: .....

7. Give details of how and precisely where the incident/accident/damage took place. Describe what activity was taking place, e.g. training, game, getting changed, warming up etc.

8. Give full details of any action taken including any first aid treatment and the name(s) of the first aider(s): .....

9. Give details of any witnesses including contact numbers and any comments they provided about the incident:

10. Were any of the following contacted:

Police: Yes  No  Ambulance: Yes  No

Parent/guardian: Yes  No  Director of Rugby: Yes  No

11. What happened to the injured person following the incident/accident? (e.g. went home, went to hospital, carried on with session) or what happened to the damaged equipment or property.

12. What follow up has taken place since the accident? .....

13. Has the relevant insurance company been advised of the incident? Yes  No

14. All of the above facts are a true and accurate record of the incident/accident.

**SIGNED:** ..... **DATE:** .....

**Name:** .....

**Please include overleaf any additional information that may be useful (e.g. sketch/plan of incident/damage).**