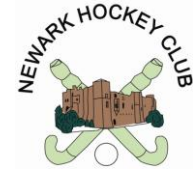


Newark HC



Standard Operational Procedures

Issue:02

Date: 01/2009 updated

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FIRST AID

First Aid boxes shall be located:

- **Home Games & Training**
Astro-Turf Pitch (Responsibility of Team Captains / Coach)
Magnus Sports Centre
- **Away Games**
Astro-Turf Pitch (Responsibility of Team Captains)

Each box/bag shall display a contents list by which regular checks can be done. Each unit shall contain the statutory minimum requirements of:

- First Aid Guidance Notes
- 20 Assorted Plasters
- 2 Sterile Eye Pads
- 4 Individual sterile Triangular Bandages
- 6 Safety Pins
- 6 individual Medium sterile unmedicated wound dressings (12cm x 12cm)
- 2 individual Large sterile unmedicated wound dressings (18cm x 18cm)
- one pair of disposable gloves

Also to be included but not statutory:

- 2 instant cold packs
- 1 can freeze spray
- 1 roll micro-pore tape
- 10 individually wrapped moist (non alcoholic) cleaning wipes

***** The use of antiseptics are not necessary for first aid treatment of wounds *****

Team captains will be responsible for stock checks and replenishing stock. All checks will be recorded

A fully trained First Aider will **ALWAYS** be on present. Where reasonably practicable an Appointed Person will also be present

**IN THE CASE OF AN EMERGENCY:
CALL 999 OR 112 FOR EMERGENCY SERVICES
ALWAYS HAVE A WORKING MOBILE PHONE AVAILABLE
OR**

**KNOW WHERE THE NEAREST AVAILABLE WORKING TELEPHONE IS
Appointed Person**

Is a person to take charge of the situation (eg to call an ambulance) if a serious injury or illness occurs and to be responsible for the first aid equipment.

The HSE say that emergency first aid training should be considered for "Appointed Persons". The need for this varies depending on the type of work and number of people involved. Emergency first aid training for all "Appointed Persons" is a wise policy.

Emergency first aid courses are 1 day duration and need to be repeated at least once every **3** years.

First Aider

Must hold a current first aid certificate issued by an approved organization (eg St John Ambulance Association and Brigade, British Red Cross Society). Training courses are 4 days duration, certificates being awarded to candidates who pass the practical and theoretical examination at the end of the course. Training and certification must be repeated every **3** years.

First Aid and Emergency First Aid Courses are organised through Sports Development at Newark and Sherwood District Council.

Child Welfare

If there is any incident that is felt needs further action please contact welfare officer

Arran Coggan 07793 539164

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EVACUATION OF BUILDING – GENERAL **(Magnus Sports Centre)**

Evacuation may be required as a result of:

- Fire; Bomb threat; Escape of poisonous, corrosive or inflammable substances; Power failure; Structural/mechanical Failure; Flooding.

The signal to evacuate will be the activating of the Fire Alarm. (In the instance of a bomb threat, radios and the fire alarm are not to be used.)

Action

1. On hearing the alarm, the organiser shall stop the activity and escort the group as calmly and as quickly as possible to the nearest fire exit and meet at the assembly area
2. The assembly area is to the front of the building in the car park and at the discretion of the Controlling Officer, a suitable alternative for inappropriately clothed persons
3. The organiser shall check that all persons are present. If not they must inform the Controlling Officer of any missing persons. This information should then be passed directly to the attending Senior Fire Officer or Police Officer
4. Under no circumstances should anyone re-enter the building. This will only hamper the efficiency of the emergency services
5. Re-entry into the building may be allowed **ONLY** at the discretion of the Senior Fire Officer or Police Officer

All persons must leave the building by the nearest exit and should not risk themselves or others by going to other parts of the building to collect valuables, friends, etc.

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MINOR ACCIDENTS

All accidents, no matter how trivial, require a Magnus Sports Centre Accident Report to be completed in accordance with the following instructions:

- Whenever possible the casualty should be treated by a First Aider who will hold a current 'First Aid at Work' qualification
- Treatment may be given at the scene, but if safe to do so, the casualty should be removed away from the public eye to the First Aid Room
- An Accident Report should be completed immediately and with great care to ensure accuracy. The report will be completed by Magnus Sports Centre staff administering the First Aid and/or dealing with the incident
- All reports should be countersigned by the General Manager and filed on site
- Incidents/ Accidents that could have been caused by a colleague instruction, facility/building defect or unforeseen circumstance should be recorded for Health and Safety purposes

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MAJOR ACCIDENTS

Examples of Major Accidents are as follows:

Such accidents may include:

1. Fatality
2. Accidents resulting in admittance to hospital DIRECTLY from the scene of the accident
3. Any accident requiring EAV/CPR treatment
4. Amputation / Fracture of skull or main bone in the body
5. Unconsciousness
6. Accidents resulting from electrical shock, structural failure or toxic emissions
7. Accidents resulting in immediate hospitalization in excess of 24 hours
8. Dangerous diseases
9. Serious burns

All major accidents should be reported on the site Accident Report Form.

In the event of a major accident, the Duty Manager and General Manager must be informed by Magnus Sports Centre staff. The Area Manager will then follow the prescribed 'Accident / Incident Investigation Procedure'