

Emergency Operating Procedures

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THE EMERGENCY OPERATING PROCEDURES (EOP) is devised to assist club members in the event of any emergency situation which may arise. It is vital that all club members are aware of and understand these procedures.

Site Address:

Edge Adaptive Sports Centre,
Heron Lake Road,
Staines,
TW196HW
(Gate Code: 13443 enter)

1. First Aid

Location of First Aid kits:

Bar, Kitchen, Accommodation Block & Boat (plus some additional items in the office)

The Nearest Hospital is:

St Peters Hospital, Guildford St, Chertsey, KT16 0PZ (Tel. 01932 872000)

Should an individual on site require first aid treatment a first aider should be summoned by the quickest available means.

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

- a) Take appropriate First Aid action
- b) Make provision for the injured person to rest or continue as appropriate
- c) Record any incident or injury and complete the accident book

Major Injury

- a) Arrange for injured person to be taken to hospital or ring for an ambulance (an individual must be sent to the gate to greet ambulance).
- b) Administer appropriate First Aid.
- c) Telephone the next of kin.
- d) Record any incident or injury and complete the accident book (Manager to complete RIDDOR if applicable).

2. 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).

Fire extinguishers are located in the clubhouse, accommodation block, kitchen and boatshed. Fire exits are marked.

The fire assembly point is by the storage containers in the car park.

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 and complete the accident book.

3. Incident Report Section

It is important that all incidents that give rise to concern e.g. near misses, even though they caused no injury and did not require first aid attention, should be recorded. The circumstances should be comprehensively described as soon as possible after the incident occurred. The manager is responsible for all entries and for monitoring the incidents and accidents on a fortnightly basis in order to detect and solve any trends as early as possible.

- **Assault**

Should an actual or alleged assault incident take place a member of staff should be informed immediately. 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 service should be called. An incident report form should be completed.

- **Theft or facility break in**

Complete an incident report form to 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, the same is applicable to the person's property or clothing as this constitutes assault. Every effort should be made to detain the person until the police arrive.

4. Drugs

All persons found to be under the influence of drugs shall be escorted off the club site by a member of staff. It is important that club members or staff do not unduly place themselves at risk when dealing with disruptive or threatening behaviour relating from drug or alcohol abuse: in all such cases the police service 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.