

2023 Issue 01

Bourne End Junior Sports Club

Emergency Action Plan



BEJSC Emergency Action Plan

Purpose

This Action Plan is produced by the Trustees of BEJSC and is for the guidance of Section Leaders, volunteers and all users of the BEJSC premises or facilities hired for the club use.

It is the responsibility of Leaders to ensure that all members are aware of these procedures whilst they are in the Sports Hall or using other facilities hired by BEJSC.

- ⦿ Trustees will take responsibility for the action plan and periodic review. However, Leaders must adapt the relevant parts of the plan to suit the premises they use.
- ⦿ First Aid training and First Aid equipment is the responsibility of the Leader of each group. BEJSC Trustees will support training under certain circumstances. The Governing Body of the individual sports may have specific guidance and requirements for training – e.g. FA, ASA, and BCU.
- ⦿ Each Leader must decide who will take action in an emergency situation; it must be communicated clearly.
- ⦿ Leaders must ensure a system is in place for ensuring First Aid training and refresher training is up to date and maintain a record of qualifications and expiry date for revalidation for the relevant person in charge
- ⦿ BEJSC has a General Risk Assessment; there is a common Code of Conduct for all members, and each Section has a set of rules.
- ⦿ On the notice boards in each foyer there is a list of essential phone numbers for local hospitals
- ⦿ The location of the nearest defibrillator is now in the main foyer of the hall. This is checked regularly, but if you notice anything that needs rectifying, please notify the hall manager immediately
- ⦿ All “serious” incidents should be reported to Trustees at a convenient time and as soon as possible after emergency issues have been dealt with. Contact details are on the notice boards (as above).
- ⦿ If an accident/emergency occurs it is the responsibility of the Leader (or person in charge) to:
 - ✓ Ensure First Aid is given or emergency services called to support.
 - ✓ Ensure other members of the group are safe and reassured.
 - ✓ Ensure notification is given to parents/carers.
 - ✓ Complete an accident report if this is required by the Sport Governing Body.
 - ✓ Store this safely
 - ✓ Inform Trustees

🌀 Leaders should:

- ✓ Undertake periodic checks of First Aid kits used by those in charge of groups/teams to ensure they are fully stocked
- ✓ Ensure sufficient numbers of qualified First Aiders on training days, home matches and away matches
- ✓ Have a timetable making sure that the First Aider role is always allocated
- ✓ Define the roles and responsibilities of the First Aider and make sure that they have the full support of the club for decisions that they choose to make.

🌀 All First Aiders must:

- ✓ Have attended a sport specific First Aid training course
- ✓ Be familiar with the contents of the First Aid kits
- ✓ Have their First Aid kit with them at all times that they are acting as a First Aider and have checked that it is fully stocked
- ✓ Understand what actions need to be completed after an incident has taken place
- ✓ Be able to administer appropriate treatments to ill or injured casualties
- ✓ Understand that they have the authority to stop play if they deem it necessary
- ✓ Introduce themselves to visiting teams as the duty First Aider and make sure that their contact number is entered into the necessary persons phone
- ✓ Provide details of local hospitals and directions if necessary
- ✓ Provide names and contact details of key club officials if necessary
- ✓ Have immediate access to a telephone in case of emergency 999 or 111 request (if using a mobile phone check that it has reception)
- ✓ Ensure an accident report form is completed at the time that an incident takes place
- ✓ Ensure all completed accident report forms are held in a secure place

Emergency Action Plan – Contacts

For all emergency services - Dial 999 or 111

Local Hospitals are:

Wycombe General Hospital – Minor Injuries Unit – 01494 526161
Queen Alexandra Road, High Wycombe HP11 2TT

Stoke Mandeville Hospital – Accident and Emergency – 01296 315000
Mandeville Road, Aylesbury, HP21 8AL

Wexham Park Hospital – Accident and Emergency - 01753 633000
Wexham, Slough, West Berkshire SL2 4HL,

Nearest defibrillator – In the Entrance Foyer of the sports hall.

Trustees & Managers of BEJSC

Matthew Todd - Chairman Tel: 07801 133623 email: matt@bejsc.co.uk

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Andrew Springle - Facilities Manager Tel: 07789 373460 email: facilities@bejsc.co.uk

BEJSC Office for non-urgent messages

Sally Todd - Administrator Tel: 01628 528110 email: office@bejsc.co.uk

This plan was adopted on: Tuesday 19th July 2011 **(Date)**

& Reviewed on: 1st September 2022 **(Date)**

On behalf of the Trustees:

(Chairman).......... **(Signed)**

This policy will be reviewed annually by the Trustees