

Bourne End Junior Sports Club – Football Section Emergency Action Plan
Wooburn Park

For all emergency services - Dial 999 or 111

Club Name:	Bourne End Junior Sports Club
Activity:	BEJSC Football Matches/Training sessions
Venue:	Wooburn Park, Town Lane, Wooburn Green, Bucks, HP10 0PN

FIRST AIDER INFORMATION

Each BEJSC team should have a qualified First Aider and a First aid kit present at all Matches and training sessions.

First Aid Equipment & Facilities

Defibrillator:	On outside wall (facing the football pitches) of Wooburn Park Pavilion. Details of use are shown on the defibrillator.
Stretcher:	Not available. If required, would require an ambulance to attend.
Ambulance:	Call emergency services, if required.
Location of venue:	See above for venue details, including post code.
Ambulance/Emergency vehicle access to venue:	<u>Emergency Access Procedure:</u> Step 1: Get the storage shutter key from the outdoor pavilion key box. (All teams have this code). Step 2: Open the left-hand storage shutter door. Step 3: Retrieve the shared barrier/gate key from the red key box inside. It is on the left-hand side, just under the light switch (All teams have this code). Step 4: Remove the overhead barrier and open the main entrance gate before emergency vehicles arrive. <u>Post-Emergency Lockdown:</u> Step 1: Lock both the overhead barrier and the main entrance gate securely. Step 2: Return the barrier/gate key to the red key box inside the storage area and scramble the code dials. Step 3: Lock the storage shutter door. Step 4: Place the shutter key back into the outdoor pavilion key box and scramble the code dials.
Pitch to Ambulance	Across the park, but assisted by BEJSC Officials.
Reporting Incident:	If a parent or guardian of an injured player is not present, contact them immediately. After the incident, it should be noted in the Age group's First Aid Accident book (included in First Aid kit). Also, the BEJSC Accident form (see below) is to be completed.

Nearest Hospitals

Nearest A&E Hospital to Wooburn Park	Wexham Park Hospital, Wexham Park, Slough, Berkshire, SL2 4HL. Telephone Numbers: A & E Reception: 0300 615 4017 A & E Majors: 0300 615 3909 General Switchboard: 0300 614 5000 Journey Time: 20 - 25 minutes – 11 miles
Nearest A & E Hospital to Wooburn Park	Stoke Mandeville Hospital, Mandeville Road, Aylesbury, Buckinghamshire, HP21 8AL. Tel No: 01296 315000. Journey Time: 40 - 50minutes – 22 miles
Nearest Minor Injuries Hospital Unit to Wooburn Park	Wycombe Hospital, Urgent Treatment Centre (UTC), Queen Alexandra Road, High Wycombe, Bucks, HP11 2TT. (8am to 8pm) - Tel No: 01296 315000. Nearest entrance/car park: 2 – Orange Zone PFI wing – CP B. Journey Time: 15 - 20 minutes – 7 miles



BEJSC Accident Report Form

To be completed as soon as possible after the accident.

(The accident should be noted in the Age group Accident book, as well as completing this form. Please email it to the Club - office@bejsc.co.uk and copy Club Secretary – football@bejsc.co.uk

Name of person completing form

Site where incident/accident took place

Date and time of incident/accident

Name of Injured Person

Age if under 18 years

Address: Telephone No:

Details of Accident/Injury – What happened?

Action taken and treatment given

Name of person reporting accident/incident and date

Signed – by a witness (could be the person involved)

Office Use Only

Report Received by Date

Any Follow Up Action Required?

Please email or send the completed form to BEJSC office (office@bejsc.co.uk) and to Football Section Secretary – football@bejsc.co.uk