

WOKING HOCKEY CLUB

HEALTH AND SAFETY GUIDELINES

While the following guidelines are specific to Woking Hockey Club members, players and their associates, these guidelines provide first aid information for patrons, guests and visitors using WHC facilities.

TRANSPORTATION

Minibus / Coach Hire:

WHC teams are free to hire mini buses and coaches from licensed companies. However the coach or minibus (if exceeding 15 seats) should come with a licensed driver provided by the company.

Under no circumstances should club members or individuals associated with a club drive any form of mini bus or coach they are not licensed to drive.

Passengers under the age of 18 must provide the driver with an authorisation form signed by their parent/guardian. (form included below)

Travelling by car:

If you are travelling to a fixture or training session by car, the driver must ensure that they have the correct insurance cover to drive people to and from sport fixtures.

If you are driving passengers/players under the age of 18 please ask them to provide you with an authorisation form signed by their parent/guardian. (form included below)



Drivers authorisation
form

FIRST AID

Roles and responsibilities

- Official First Aid personnel like St John Ambulance are only onsite when there is an organised event at the club, eg. major tournaments or annual outdoor social events etc.
- There are no resident onsite first aid personnel.
- Each team captain is responsible for appointing a First aider for the season who is responsible for maintaining a first aid kit and ensuring it is available at all games.
- Annually at the beginning of the season a notice goes out to all team captains and managers informing them of the responsibilities around first aid with recommendations about contents for first aid kits.
- Each year the club will organise specific first aid training available to all club volunteers.
- It is highly recommended that all players wear appropriate safety equipment, in particular gussets and shin pads. Captains are expected to remind players to wear safety gear.
- All players using the facilities participate in sport at their own risk.

Health Declarations:

- At the beginning of the season all WHC members will be asked to supply medical information on the club membership form, including details of who to contact in case of emergency.
- These membership forms will be processed by the club's membership secretary and details entered on to the club's database. This can be accessed by each team captain so that they may print off each player's medical and emergency contact information, and ensure that the information is held securely at every fixture and training session.
- This process ensures that Captains of teams who share players both have access to the necessary information regarding all their players.

Reporting an Injury:

In the event of serious injuries there is a phone in the club house on the end of the bar.

Ambulance: 999 Access to the club could be restricted if the steel posts are up, the key to these posts is on a main set in the bar which is usually locked during the day and most evenings. **However it is possible for most vehicles to enter the park between the wooden posts approx 200 yards to the left of the drive.**

Woking Hockey Club location/directions:

From Lockwood drive turn into Kirkland avenue, then Wishbone way, follow the drive past the playing fields to the far clubhouse. Club house Tel: 01483 472509

Woking Community Hospital

Heathside Road, Woking, Surrey, GU22 7HS

For minor injuries: ie. Broken bones, fractures, cuts, grazes, minor head injuries, strains, sprains, injured fingers/nails, eye infections/foreign bodies etc. You'll need parking money.

Nearest NHS A&E is St Peter's Hospital

Guildford Road, Chertsey, Surrey, KT16 0PZ

Main switchboard number: St Peter's Tel: 01932 872000

Guidelines for Dealing with an Incident/Accident

- Stay calm but act swiftly and observe the situation. Is there danger of injury/further injuries?
- If necessary, evacuate the pitch in a calm and controlled manner
- If there is an injury, 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.
- Ensure that the rest of the group is adequately supervised
- Do not move someone with major injuries unless they are in serious danger of further injury. Wait for the emergency services
- Contact the injured person's parent/guardian/next of kin.
- Complete an incident/accident report form and leave in the envelope for completed accident report forms held in the clubhouse.
- First Aid kits are supplied to each team and coach at the club and will be at pitch side

First Aid Kits:

1. There is First Aid box in the clubhouse located on the table between the kitchen and the bar, it contains a greater amount of the recommended items listed below. Icepacks are also available in the chest freezer in the corner. Please always return.
2. Each WHC team **MUST** have a First Aid kit with them at all times during home and away games and at training.
3. Each WHC team must have an appointed first aider, who if not qualified should not administer first aid but who will be responsible for maintaining and taking the First Aid kit to every game and ensuring if anyone is injured they can attend to their own injuries.

Recommended contents of First Aid Kit:

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|---|-------------------------------|
| 2x Icepacks | 1x foil heat blanket |
| 3x Dressing with bandage | 1x Eye wash 1x Eye bath |
| 2x small, med, large non adherent dressings | 1x Resuscitation face shields |
| 3x non alcohol antiseptic wipes | 2x Examination gloves |
| 1x box assorted plasters | 1x Disposal bag |
| 1x Bandage 1x Triangular bandage | Scissors, Safety pins |
- Accident Injury record book and pen. All injuries should be recorded, date, name, nature of injury, action taken, name or recorder and any follow up actions or outcomes.

Individual Top up items can be purchased by visiting:

General medical supplies, Union Street, Aldershot, GU11 1EG Phone: 01252 666898

Or online at FirstAid4Sport <http://www.firstaid4sport.co.uk/ProductDetail.asp?ProductID=273>

Addendum

Annual email reminder for Captains, Managers and First Aiders – to be sent at start of the season.















To all Captains, Managers and First Aiders

- First Aiders:** Please ensure your team has an appointed first aider, who, even if not a qualified first aider, takes responsibility for making sure your teams first aid kit is pitch side for every game and training session.
- Team kits:** Below is a list of the contents your first aid kit should have as a minimum, please top up and maintain your kit through out the season. Please take first aid expenditure from match fees.
- First aid at home.** Please be aware the Clubhouse First Aid kit is located in the office. There are icepacks available in the chest freezer in the corner immediately outside the kitchen. Please always return after use.
- First Aid training:** This will be organised annually and be available to all club volunteers at a subsidised cost.

To help us co-ordinate directly with first aiders, please advise name, number and email address of first aiders wishing to take the training to Linda Jacks at nandljacks@tiscali.co.uk.

First aid

- It is the responsibility of every team or groups to have an appointed qualified First Aider.
- The responsibility of the appointed First Aider is to ensure a fully equipped first aid kit is available pitch side at all games and training sessions.

 1 x FirstAid4Sport Kits Name Tag Card X596	 1 x Sports Blister Plasters 6 x 3.8cm (5) 3915	 1 x Survival Foil Heat Blanket 204 x 140cm 8368	 2 x Medium Sterile Dressing 12 x 12 Unboxed 4924	 1 x Medisnip S/S 13cm Blunt/Blunt Scissors 8086
 1 x Safety Pins (6) 8069	 1 x Alcohol Free Wipes (6) 5471	 1 x Big Plaster Three Size Assorted Pack (6) 4775	 Fabric H/W Plasters TWS (20) 4126S	 2 x Instant Cold Pack 23 x 14cm 8032
 1 x FirstAid4Sport Pitchside Care Leaflet 4120S	 1 x FirstAid4Sport Grab Bag 24 x 17 x 10cm 1367	 4 x Vinyl Gloves Powder free Medium (Pair) 9016	 1 x Yellow Dispo Bag Single 27 x 46cm 9193	Accident record book & pen Please use!

Contents of First Aid Kit:

- 2x Icepacks
- 3x Dressing with bandage
- 2x small, med, large non adherent dressings
- 3x non alcohol antiseptic wipes
- 1x box assorted plasters
- 1x Bandage 1x Triangular bandage
- 1x foil heat blanket
- 1x Eye wash 1x Eye bath
- 1x Resuscitation face shields
- 2x Examination gloves
- 1x Disposal bag
- Scissors, Safety pins
- Accident Injury record book

Individual Top up items can be purchased by visiting:

General medical supplies
Union Street, Aldershot, GU11 1EG
Phone: 01252 666898

Or online at FirstAid4Sport
<http://www.firstaid4sport.co.uk/ProductDetail.asp?ProductID=2736#>

This First aid kit is the property of Woking Hockey club if found please contact a club officer. A full list of phone numbers and email address's can be found on the WH Club website link below:
http://www.wokinghc.com/index.php?name=whc&file=club_info&ptl=club_off