

Derwentside A.C Health and Safety Procedures

Introduction.

North Durham Academy are responsible for Health and Safety. They are also responsible for the evacuation of the building in an emergency.

We as coaches are responsible for the young athletes in our care. Therefore are responsible for ensuring they are evacuated from the sports hall if the fire alarm should go off or if instructed to do so by a member of the North Durham Academy community staff by the route instructed to us or via the one of the fire exits.

Emergency procedures.

Evacuation procedure.

When fire alarm sounds exit by the nearest fire exit.

Exit the building if instructed to do so by a member of staff following the instructions given.

Exit the building if told to do so by the North Durham Academy community staff by the route you are told.

Proceed to the fire collection point where you will be directed to the appropriate place by North Durham Academy Community Staff.

Only re-enter the building if told to do so by the North Durham Academy Community Staff.

In the event of a major injury or incident indoors.

- 1). Give immediate first aid.
- 2). Send for help (the North Durham Academy community staff are trained and are their to help do not hesitate to ask them for help).
- 3). Seek medical attention phone for an ambulance or ensure someone else does.
- 4). After the causality has been dealt with ensure the following happens.
 - A) Ensure parents/Guardians or next of kin are informed (Emergency contact numbers are held by the club's coaching and junior co-ordinators).
 - B) Ensure all relevant forms are filled in from North Durham Academy, UK Athletics and ourselves.
 - C) Ensure all relevant Club Officers are informed as soon as possible.

If an accident should happen, while outdoors or while at a competition.

- 1). Give immediate first aid or seek help from a more qualified person if at a competition.
- 2). Send for help from another coach.
- 3). Seek medical attention phone for an ambulance or ensure someone else does. (Emergency number is 112 if phoning from a mobile).

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- 4). Ask another coach to take the other athletes back to North Durham Academy or home if at a competition.
- 5). After the causality has been dealt with ensure the following happens.
 - A) Ensure parents/guardians or next of kin are informed (Emergency contact numbers are held by the club's coaching and junior co-ordinators).
 - B) Ensure all relevant forms are filled in from UK Athletics and ourselves.
 - C) Ensure all relevant club officers are informed as soon as possible.

For minor accidents.

- 1) Administer first aid if qualified to do so.
- 2) If no first aider is present seek help from the North Durham Academy Community Staff who are qualified or a first aid person if at a competition i.e. someone from the St.Johns ambulance or the Red Cross.
- 3) Give accurate advice on any further treatment and check they understand.
- 4) Ensure accidents forms ours and the North Durham Academy's if appropriate are filled in.

Precautions.

Check athletes for medical conditions or injuries before beginning exercise.

Check the areas to be used before starting the session

If defects are discovered please inform the North Durham Academy Community staff.

Check athletes laces are fastened before beginning session.

Check athletes are wearing appropriate clothing.

If going outdoors a first aider should be present do not go out if there is not.

If going outdoors explain, what is expected of them to ensure they and others are safe.

If training outdoors during the winter months ensure that, the athletes are wearing high visibility bibs.

Always ensure equipment is safe to use and not defective before using it.

Ensure other coaches are informed about any defective equipment.

Ensure athletes follow your instructions before using any equipment to ensure the safety of themselves and others.

Risk assessments for all athletics activities should be done by the coach leading the session.

Risk assessments for all venues used by the club are to be done and reviewed on a regular basis.

Date Reviewed 4th September 2016

Next Review Date September 2019