



BOURNEMOUTH ATHLETIC CLUB

www.bournemouthac.co.uk

email: secretary@bournemouthac.co.uk

Emergency procedures

1. Introduction

It is the responsibility of all club officials, coaches, team managers and other volunteers, whilst acting on behalf of the club, to ensure that care is taken of the health and safety of all participants. Of particular importance is the duty to take responsibility for those under their charge, other groups that may be affected by their actions, and themselves.

Information about all athletes shall be recorded and kept in the Office at Kings Park. Information shall be held on medical conditions and contact details. Coaches and Team managers shall ensure that they have sufficient information to respond to an emergency.

2. Registration

A register of all participants should be taken before each training session. It is the responsibility of each coach to keep a register of the athletes training in their group. When athletes are leaving the venue for a training run, the register should be left at the venue with a responsible person. Coaches should retain the register for at least one year in case it is required for use either for incident investigation or for club statistical purposes.

3. Risk Assessment

Kings Park is covered by a UKA certificate. Coaches should familiarise themselves with any restrictions imposed by the venue owners or by the UKA track certification process, and act accordingly.

Coaches should carry out a risk assessment before carrying out any training session. They must have regard to the generic UKA Approved Code of Practice – The Safe Conduct of Track and Field Events. A copy is on the BAC website or can be accessed by following the following link:

<http://www.uka.org.uk/governance/health-safety/code-of-practice/>

4. First Aid

During any training session the coach should ensure that:

- a mobile or other telephone is available
- a First Aider or Appointed Person should be present at the track. A list of suitably qualified people is available from the Kings Park office

During competition the Track Secretary shall ensure that a designated first aider is present.

The club shall arrange First Aid training for coaches, officials and key volunteers with regular updates.

5. Accidents

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If an accident or incident involving equipment failure occurs (an incident is defined as any mishap which could have resulted in an injury, but did not – i.e. a near miss), the activity should be stopped until the safety has been reviewed and any necessary preventative measures implemented.

Note: activities need not be stopped in the case of normal athletic risks such as falling whilst hurdling, pole vault poles breaking etc., unless there is an abnormal equipment failure, but any injuries may still need to be reported.

In the event of an accident involving death or major injury to any athlete, spectator or member of the general public, the owners of the premises must be contacted immediately. They will follow their own procedures for notification of the HSE, and any site/equipment involved should be left undisturbed pending an investigation. A club officer normally the Chairman, President, or Committee Secretary should also be notified immediately.

If an accident occurs (involving an injury which requires medical treatment) the First Aider or Appointed Person should be called and they will assess the situation and act as necessary. If there is no First Aider present, the coach or official must assess the situation, and arrange emergency services attendance if appropriate including where the patient is unable to move themselves, has suspected broken or fractured bones, or has serious bleeding. Under no circumstances should an injured person be moved by an unqualified third party. They should not be moved unless they are able and willing to move themselves.

A UKA accident/incident form should be completed following any accident or incident and submitted to UKA via the Club Chairman or the Committee Secretary, within 48 hours. The Club Chairman or Committee Secretary shall also advise the Track Staff employed by Bournemouth Borough Council. Telephone (01202) 451451 OR 451145 (out of hours emergencies).

A UKA accident form must be completed in the case of any accident involving treatment by the emergency services, attendance at a casualty department, or where any equipment failure is involved or suspected.

A copy of the form is available from the office at Kings Park. A copy may be downloaded from the BAC website or by following the following link:

<http://www.uka.org.uk/competitions/officials/accident-report-form/?locale=en>

Note: assistance and first-aid treatment should always occur in the presence of another responsible adult. Ensure that any young people who were being supervised by an adult dealing with an incident continue to be supervised in some way.

If an accident or Incident occurs affecting a young person, the parent/guardian of that athlete should be informed at the earliest opportunity. If an accident is deemed serious (for instance, the emergency services are called) the parent/guardian must be telephoned immediately if not present on site. Parents/guardians must be informed of any accident however minor, or any reportable incident involving their child. For this purpose a list of all club members' telephone numbers is held at the Kings Park office.

If training when the office is not open, it is the responsibility of the coach to ensure that they have the appropriate contact details in their register (see 2 above).

6. Emergency Evacuation

In case of fire or emergency evacuation affecting the stadium building the procedures of Kings Park Stadium must be followed. Emergency evacuation arrangements are displayed on site and instructions of Bournemouth Borough staff must be followed.

In the unlikely event that it is necessary to evacuate the actual athletics track area during training or competition (for example – in event of a bomb threat), coaches and officials should direct all persons to leave the stadium area completely and to assemble on the grassed area adjacent to the athletic centre car park. Access roads must be kept clear for use by the emergency services.

7. Drunken, violent or threatening behaviour

In case of incidents which cannot be immediately defused, the police should be called by dialling 999. All parties who are not directly involved should be advised to move away to a safe distance until the incident has been dealt with by the police. Coaches and club officials should not put themselves at risk by attempting to intervene.

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