

Emergency Procedures

Accidents

Please report all accidents however minor to your coach or a Committee Member. Details of all accidents **must** be entering into the HXCC Accident Book. Accident forms are available from the office.

In addition, near misses and dangerous incidents need to be brought to the attention of the Club's Health & Safety Officer and HXCC Committee for discussion and future preventative action.

First Aid

If First Aid is needed all Club Coaches are qualified. A list of these people is displayed in the Club house. If first aid is administered this will need to be entered into the HXCC Accident Book and need to be brought to the HXCC Committee Meetings for discussion and improvement actions.

All qualified coaches should carry a basic first aid kit while coaching. The Club's main First Aid kit is located just outside the door to the office in the Club house. If you use any of the first aid kit this **must** be reported to the Health & Safety Officer, so replacements can be obtained.

Medical Help

If the situation is serious you must get medical help. The nearest Emergency Hospital is the Royal Halifax Infirmary, if the patient can be transported safely. If medical help is needed immediately call 999 using a mobile, other resident phone or the public phone on Wharf Street opposite B&M (formerly Kwik Save) and ask for the Ambulance Service.

Fire Procedures for the Club House

Doors: If you discover a fire or hear the fire alarm, escape quickly through the nearest exit. Close all doors just as soon as everyone is out. Do not open doors to unoccupied rooms.

Alarms: If you discover a fire warn other people in the building of danger and give them an opportunity to safeguard themselves. Do this by shouting **Fire**. The smoke alarms may operate and sound an alarm. Remember a Fire Alarm System is to warn the occupants of the building only – It will not alert the Fire Brigade!!

Ring: Dial 999 using a mobile, the phone of another resident, if it is safe to do so, or the public call box on Wharf Street, opposite B&M (formerly Kwik Save). Remember to give the precise location of the fire. The Club address is

Halifax Canoe Club, Greenup Mill, Riverside, Sowerby Bridge, Halifax, HX6 2AS.

This is not always easy to do in the heat of the moment.

Evacuate/Extinguishers: As you leave the building make sure you close all doors behind you. Carry out any special responsibilities you may have. Make sure all members and visitors leave safely remembering to help any who are deaf or otherwise disabled. Do not run. Do not stop or return to collect personal belongings. Go to the assembly point located in the lower car park near to the egress steps. Make sure you and others are accounted for. Make sure that the senior coach/member has all the information about the situation so effective communications can be given to the Fire Brigade upon their arrival. No one re-enters the building until it is safe to do so.

Only use the extinguisher provided only if you could do so without danger to yourself or to anyone else. If you need to use more than one extinguisher the fire is too large for you to continue to fight and you should make your way outside. A fire blanket is located by the cooker in the Club kitchen.

Guidelines for Dealing with an Incident or Accident

- Stay calm but act swiftly and observe the situation. Ask yourself “Are there dangers of further injuries?”, “Can you remove people from the hazard/risk or the hazard/risk from people safely?”
- Do not be a hero. If attempting a rescue, make sure you are trained and in control of any rescue attempt.
- Stabilise the casualty, only move them if there is an immediate threat to life, otherwise await specialist equipment and help. If possible listen to what the injured person(s) is saying.
- Alert the first-aider, (all Club Coaches are First Aid trained), and they will take appropriate action.
- Alert a Coach or other official at the club.
- In the event of an injury requiring specialist treatment, call the emergency services. Consider the nature of Casualty/Incident and what service may be needed. (i.e. Ambulance, Fire Service or Mountain Rescue etc). The nearest public phone is on Wharf Street opposite B&M (formerly Kiwk Save).
- Deal with the rest of the group and ensure that they are adequately supervised. Clear the water of paddlers. If necessary have your group assemble at the designated point or in the Club house, depending on weather conditions.
- Contact the injured person’s parent/carer/next of kin. Safety Information sheets are in the Office filing cabinet.
- Complete an incident/accident report form. These can be obtained from the office. Ensure you make notes of all witnesses, first aiders and others. Make sure this form is passed to the committee for the next available meeting.
- Bring the incident/accident to the attention of the Health & Safety Officer, Chairperson or Vice Chairperson as soon as it is practical. Contact details are on the Club notice board.