

February 2018

Halifax Canoe Club Emergency Procedures

Accidents

Please report all accidents however minor to your Coach or a Committee Member. Details of all accidents **must** be recorded on a HXCC Accident Form. These are available from the office and also in the First Aid kit. Any injury requiring hospital treatment will be reported to British Canoeing / Insurers for monitoring purposes by the club's Health & Safety Officer.

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 reported by completing a HXCC Accident Form 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 item from a 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 Accident & Emergency Hospital is the Calderdale Royal Hospital, if the patient can be transported safely. If medical help is needed immediately call 999 using a mobile, a resident's phone or the public phone on Wharf Street opposite B&M and ask for the Ambulance Service. Remember you may need to direct an ambulance to the club from the main road.

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 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 supermarket. 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. 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.
- 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 / guardian / next of kin. Safety Information sheets are in the Office filing cabinet.
- Complete a HXCC Accident Form n incident/accident report form. These can be obtained from the office or in the First Aid Kit. Ensure you make notes of all witnesses, first aiders and others. Make sure this form is passed to the Health & Safety Officer as soon as possible.

Updated by Committee February 2018

Date for next review February 2019