

Halifax Canoe Club Accident & Emergency Procedures

Accidents

Members should report all accidents on club activities however minor to a coach or leader as soon as possible so an assessment can be made if further action is needed.

First Aid

If First Aid is needed all club coaches and leaders are qualified.

All qualified coaches should carry a basic first aid kit while coaching at the club. Leaders on trips away from the club should carry a comprehensive first aid kit. The Club's main first aid kit is located just outside the door to the office in the club house. Smaller first aid kits for use on the water are also located here. Please inform the Health and Safety Officer if items from these kits are used so replacements can be made.

Major injuries

Major injuries include all possible fractures, head and eye injuries and situations where an individual exhibits lowered levels of consciousness or has lost consciousness for a period of time. Major injuries will require medical intervention. A judgement will need to be made whether to arrange transport to hospital or to call an ambulance.

The nearest emergency department to the club site is at: **Calderdale Royal Hospital Salterhebble, Halifax, West Yorkshire HX3 0PW**. Trip leaders should identify the nearest hospital ED to their paddling location as part of their planning.

Serious injuries, medical emergencies and fatalities.

Where a threat to life exists or a fatality has potentially occurred the appropriate emergency services must be called. This can be done by dialing 999 or 112. The club address is **Halifax Canoe Club, Greenups Mill, Riverside, Sowerby Bridge, Halifax, HX6 2AS**. Consider the nature of casualty/incident and what service may be needed. (i.e., Ambulance, Fire and Rescue Service, Mountain Rescue or Coastguard).

An automated external defibrillator is located to the left of the main vehicle entry point to the mill complex where the club is located.

Recording

Details of all accidents requiring first aid or hospital treatment **must** be recorded on a HXCC incident form. These are available from the office, the main first aid kit and the club website. Any injury requiring hospital treatment will be reported to British Canoeing and our insurers.

In addition, near misses and dangerous incidents also need to be reported to the Club's Health & Safety Officer for monitoring purposes by completing an incident form.

Responding to incidents

The incident management protocol outlines the procedures for dealing with incidents on club activities. It must be stressed that rescues should only be carried out by appropriately trained individuals.

HXCC Incident Management Protocol.

When an incident occurs:

Assess the situation, safeguard self & the rest of the group. If possible, delegate responsibilities for the management of the incident itself & for ensuring the safety of the rest of the group.

Unsafe?

Safe?

Implement a rescue, assess injuries, and give first aid if required. Assess if the casualty is fit/able/willing to complete the trip/session and if needed get them safely off the water.

Be aware casualty may require emotional support and re-assurance.

Fatal or serious (life threatening) injuries

Major injuries.

(e.g., fractures, head & eye injuries, loss of / lowered

Minor injuries.

Inform parents / carers of those under the age of 18.

Dial 999 from a landline or 112 from a mobile. If roadside or urban, ask for ambulance (or fire and rescue if the casualty is still in the water). If remote, ask for the Coastguard or Police then Mountain Rescue as appropriate.

Give details of incident, who is injured, nature & mechanism of injuries and location of accident.

At sea issue a mayday call on CH16, high power, marine VHF.

Use your judgement.

Arrange transport to nearest A & E unit.

Inform emergency contacts of casualties ASAP.

Inform club Health and Safety Officer ASAP by phone on 07764 614985.

Follow up with casualty after the trip/session. Be aware that other group members & coaches may also require reassurance & support during & after the event of a more serious incident.

Complete HXCC incident report form as soon as it is practicable to do so.

DETAILS OF INCIDENTS MUST NOT BE DISCUSSED WITH ANY REPRESENTATIVES OF THE MEDIA. PLEASE REFER MEDIA ENQUIRIES TO HXCC SECRETARY BOB LAWLER.

Fire Procedures for the Club House

If you discover a fire use an extinguisher/fire blanket to tackle the fire if safe to do so, otherwise leave quickly through the nearest exit. 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.

Close all doors as soon as everyone is out. Do not open doors to unoccupied rooms.

Dial 999/112 and ask for the fire service. The club address is:

Halifax Canoe Club, Greenups Mill, Riverside, Sowerby Bridge, Halifax, HX6 2AS

Make sure all members and visitors leave safely remembering to help any who require assistance. 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**.

The senior coach/member on site should ensure all people are accounted for and has all the information about the situation so effective communications can be given to the fire service upon their arrival. No one re-enters the building until it is safe to do so.

Reviewed:

Approved by committee: