



EMERGENCY PROCEDURES



Emergency Personnel Names and Numbers

| Club Welfare Officer | |
|-----------------------------|----------------|
| Paul Ruttley | ☎ 07791 346798 |

| Club Chairman | |
|----------------------|----------------|
| Stewart Dearman | ☎ 07999 886580 |

Responding to emergencies is usually the task of a number of agencies, including local authorities; most incidences will be led by the police or one of the other emergency services.

| Emergency Services | |
|-------------------------------------|---|
| Police Ambulance Fire Brigade | ☎ 999 State location Woodside Stadium Horseshoe Lane Garston Watford WD25 7HH |
| To report an incident | ☎ 101 |

| Other Numbers | |
|--------------------------------|-----------------|
| Gas Emergency | ☎ 0800 111 999 |
| Water Emergency | ☎ 0800 980 8800 |
| Electricity Emergency | ☎ 0800 783 8838 |
| Watford Borough Council | ☎ 01923 226400 |
| SLM Centre Management Woodside | ☎ 01923 892710 |



MEDICAL EMERGENCY

If there is an incident/accident during a club training or track event, the club and their officials/volunteers/first aiders will deal with the situation.

The first aid facilities are located in the club house and sign posted. When going off site to road run a first aid kit and mobile phone will be with the lead group official. Contact details are left at the club house if needed.

Should the incident/accident require further assistance group leaders/coaches will use the information below to make a decision on contacting the emergency services.

- Stay calm but act swiftly and observe the situation
- Is there danger of further injuries?
- Listen to what the injured person is saying
- Alert the first-aider who should take appropriate action for minor injuries
- In the event of an injury requiring specialist treatment, call the emergency services
- Deal with the rest of the group and ensure that they are adequately supervised
- Do not move someone with major injuries. Wait for the emergency medics
- Contact the injured person's parent/carer/next of kin
- Complete an incident/accident report form

During official club opening times a first aider is available if required (refer to notice board).

FIRE EMERGENCY

Watford Harriers | Woodside Stadium | Horseshoe Lane | Garston | Watford | WD25 7HH

 www.watfordharriers.org.uk |  info@watfordharriers.org.uk |  01923 675423



When fire is discovered activate the nearest fire alarm, notify the local Fire Service.

If the fire alarm is not available or within ear shot of the club house, notify the athletes, spectators and club personnel about the fire emergency by the following means:

- Voice Communication
- Phone
- Radio Communication
- Stadium PA System

Fight the fire ONLY if:

- The Fire Service has been notified
- The fire is small and is not spreading to other areas
- Escaping the area is possible by backing up to the nearest exit
- The fire extinguisher is in working condition and personnel are trained to use

Upon being notified about the fire emergency all personnel must:

- Leave the building and training facilities using the designated escape routes
- Assemble in the designated muster point located adjacent to the photo finish cabin
- Remain outside until the competent authority or designated club official announces that it is safe to re-enter

A designated club official will:

- Coordinate an orderly evacuation of all personnel
- Perform an accurate head count of athletes and club officials/members
- Determine a rescue method to locate missing personnel in conjunction with emergency services if in attendance
- Provide the emergency services personnel with the necessary information about the facility

Assistants to Physically Challenged should:

- Club official will assist all physically challenged athletes or other personnel in emergency evacuation where necessary

MUSTER POINT

Adjacent to the Photo Finish Cabin on hard standing area, athletes should not leave the facility until accounted for and authorised to do so by a club official.

ADVERSE WEATHER CONDITIONS

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Weather can have a huge impact on our sport; Watford Harriers operates an all year round athletics calendar and predominantly all our activities are based outdoors.

Details of training and competition events are displayed on the Club House notice board, via our web site or social media links. Prior to any training or competition events the club will provide notice of any cancellations due to adverse weather conditions where the safety of our athletes will be compromised.

Where cancellations are not notified parents/carers of athletes and senior athletes should ensure that they wear appropriate clothing and footwear suitable for the planned activity and weather conditions. The club house has changing and shower facilities, consideration should be given to bring spare clothing and towels for after training and competition events should the weather have an impact.

During training the club officials may decide to cancel or change the training session where weather conditions are not suitable and present a hazard to all participants. During competitions the host club or event organiser may decide to cancel a particular event or the entire competition should the weather conditions present a hazard to all participants.

Watford Harriers reserve the right to exclude any Athlete from training/competing if appropriate clothing or footwear is not worn.

The safety and welfare of all athletes is the main priority of Watford Harriers.

SUN SAFETY

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Clothing is the simplest line of defence.

We suggest that all athletes and officials should be asked to attend with the following items and these should be worn, where practical

- Hat/cap
- Tops with long sleeves
- Legs covered when the athlete is a wheelchair user
- Wraparound sunglasses

Sunscreen and its application

- The use of sunscreen should be recommended to all athletes, coaches, officials and visitors
- We recommend a minimum of SPF30 with both UVA/UVB protection
- Where young athletes have disabilities or special considerations that may affect their ability to utilise sunscreen, advice should be sought and procedures agreed with their parents/carers
- Parents/carers should give consent to a coaches or club officials or a responsible adult to apply sunscreen should it be necessary (sun screen not provided by the club)

Minor & Junior Athletes (under 18)

In all instances, it is the parent/carers responsibility to ensure that appropriate measures have been taken to prevent overexposure to the sun. Watford Harriers reserve the right to exclude any Athlete from training/competing if appropriate clothing protection or sun screen measures have not been taken.

COMPETENT PERSONS

Watford Harriers | Woodside Stadium | Horseshoe Lane | Garston | Watford | WD25 7HH

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| EMERGENCY RESPONDER FIRST AID | |
|---|-------------------------------------|
| Paul Ruttley – <i>Fist Aid Co-ordinator</i> | Expires 21 st April 2020 |
| Stewart Dearman | Expires 21 st April 2020 |
| Richard Masters | Expires 21 st April 2020 |
| Vaughan Tayler | Expires 21 st April 2020 |
| Mark Wales | Expires 21 st April 2020 |
| Richard Parles | Expires 21 st April 2020 |
| Amanda Jarvis | Expires 21 st April 2020 |

| FIRE MARSHALL APPOINTED PERSON | |
|---------------------------------------|----------------|
| Stewart Dearman | Paul Ruttley |
| Mark Wales | Vaughan Tayler |
| Richard Masters | |