



Accident & Emergency Procedures

General Instructions

At the start of every club night, a committee member/club night officer shall inspect the fencing hall and take any action as appropriate of the inspection.

Members should not leave any personal items or equipment in areas that restrict access to or from the training hall or training areas, and indeed should not obstruct fencing itself. A coach or committee member will ask for any such items to be relocated if necessary.

Emergency Evacuation

Emergency and evacuation procedures will be in accordance with those set by Nuffield Health who manage the Princess Marina Sports Complex on behalf of The Royal Masonic School for Girls. Each member and parent/carer of junior members must familiarise themselves with the location of the sports centre exits.

In case a fire, the building alarms will sound to alert all individuals, followed by instruction to leave the hall by the nearest fire exit in a calm and orderly manner, to the centre's assembly point (far end of the car park by the schools main reception).

If anyone discovers a fire they shall immediately raise the alarm. No attempt should be made to extinguish the fire.

If the fire service is required, it should be left to a committee member to make the call. A committee member or any responsible member should, if safe to do so, pick up the club register, check that the fencing area has been evacuated, close the doors and go directly to the assembly point. Upon exiting the club in an emergency appropriate action, assistance, and care should be forthcoming from adult members to ensure the safe exit of junior members and any members that suffer from disabilities. However, members should not put themselves or anybody else in danger to provide assistance.

First Aid

The Club will keep a list of qualified first aiders along with the first aid kit. There will be a First Aid kit sited in the equipment cabinets, containing First Aid supplies suitable for likely incidents occurring at the club and in connection with the Club.

An Accident/Incident Report form will also be kept in the equipment cabinet. Should there be an incident, a responsible person shall be sent to the nearest available; if this is sufficient, the First Aider will remain

with the casualty until the risk is reduced or, if the casualty is a minor, until they are relieved by the parent/carer.

If necessary the First Aider will request that an ambulance is called, except for the event of a suspected life-threatening condition, e.g. prolonged unconsciousness, loss of breathing, suspected heart failure or excessive loss of blood, an ambulance should be called immediately by anyone, at the same time as a First Aider is being located. Club members are expected to give the First Aider any assistance requested.

An Accident/Incident Report Form (available on the Resources section of the Club website) should be completed as soon as possible after the event by the person who dealt with the injury. A copy of this form should be sent to the Club Secretary, who will be the custodian of records of injury for the Club. Nuffield Health who manage Princess Marina Sports Complex shall also be informed of the incident, and British Fencing shall be informed of any incident that meets their guidelines for reporting.

Within 24 hours of the injury occurring, a Club committee member should contact the member (or, if they are a junior member, their parents/carers), to enquire about the welfare of the injured fencer.

If an individual refuses treatment from the First Aider, or the parent/carer of someone under the age of 18 refuses treatment for the child, then the fact shall be recorded by the First Aider and witnessed on an Accident/Incident Report Form.

Basic guidelines for dealing with an incident:

- Observe the situation; stay calm but act swiftly and observe the situation – is there danger of any 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 999.
- Deal with the rest of the group and ensure that they are adequately supervised.
- Do not move anyone with major injuries; wait for the emergency medics.
- Contact the injured person's carer.
- Complete and Accident/Incident Report Form.