



# WARLINGHAM RUGBY FOOTBALL CLUB

## INCIDENT POLICY DOCUMENT

This policy document sets out to give a broad indication of how to handle an incident at Warlingham Rugby Club. It is not a manual to be followed to the letter but a guide to the essential element of incident management.

At all times stay calm, act swiftly and always listen to the injured person.

### **In the Club House:**

- Before dealing with an incident make sure that the area is safe for the victim you and others in the clubhouse.
- Assess the situation and if necessary call for a first aider. A list of qualified first aiders is posted on the Youth Notice board.

### **On the Field**

- **DO NOT MOVE THE PLAYER**
- Tell the injured player to stay still.
- Call for your team's first aider. Be guided by them, they have received training.
- The assistant coach should take the other players away and either conduct training or move the match to another pitch.

### **Emergency Services**

- After assessment decide whether external help is required from the emergency services.
- Tell ONE person to contact the emergency services. There are three telephones available in the clubhouse:-
  - Kitchen (always available)
  - Administrators Office (occasionally open)
  - Behind the Bar (available during opening hours)

### **The Club's address is:-**

Warlingham Rugby Football Club  
Limpsfield Road  
Hamsey Green  
Warlingham  
Surrey  
CR6 9RB  
Tel 01883 622825

- Send a person to the bottom of the drive to guide the emergency vehicles as the drive is obscured from view.
- Another person should be posted at the top of the drive to brief the emergency crew.
- Hand the incident over to the emergency services.

**Reporting**

You must complete the incident logbook located in the committee. Note the time and type of incident, the first aid administered if any, note at what time you handed over the incident to the emergency services. If emergency services are not called you must record what action has been taken.

If the incident has been caused by faulty equipment then you must report the fault to one of the Chairman or duty member for the day so that remedial repairs can be arranged as soon as possible.

Youth Chairman ..... Date .....

Mini Chairman ..... Date .....