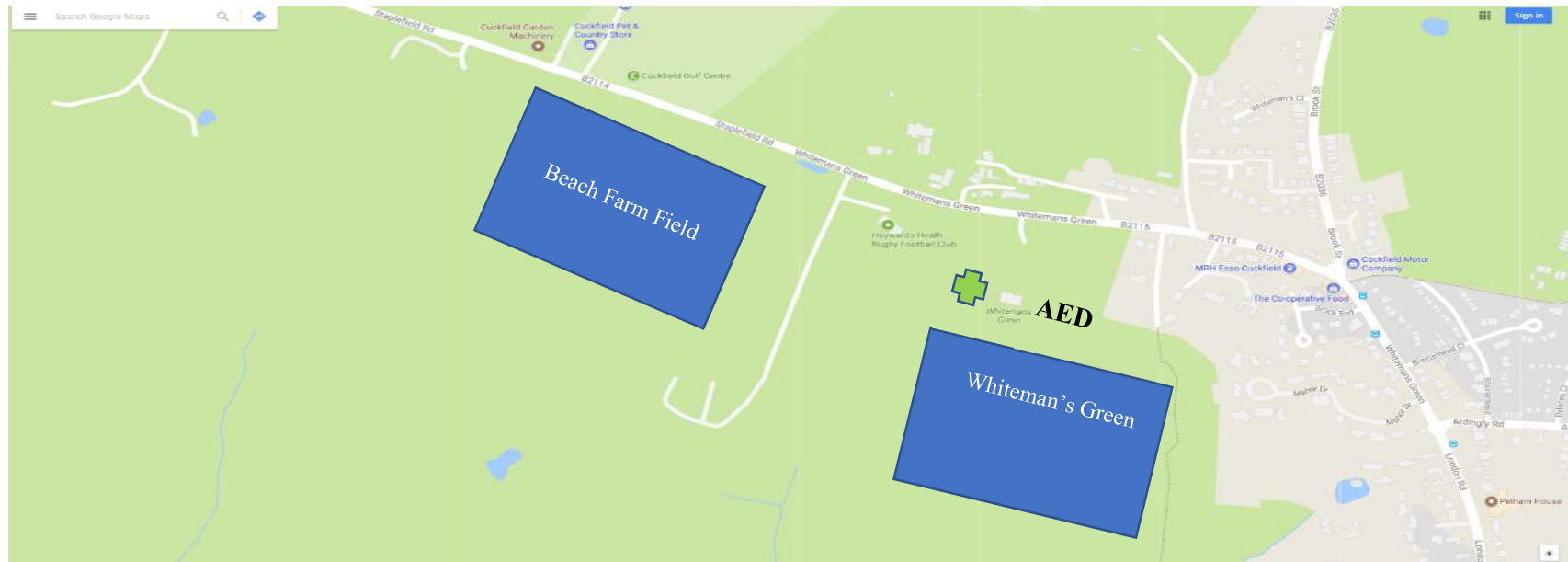




CUCKFIELD COSMOS EMERGENCY ACCESS PLAN – NOV 2017

INTRODUCTION

THE EMERGENCY ACTION PLAN (EAP) has been devised to assist club members in the event of any emergency situation arising. It is vital that all club members are aware of and understand these procedures. It is recommended that they are displayed in a prominent place i.e. club notice board if nearby to the training/ match facilities. It is the responsibility of the club to ensure that its members are aware of all emergency procedures. However, if the club uses hired facilities then the facility manager should provide the emergency operating procedures relating to all services outside of clubs control.



CLUB LOCATIONS

Whitemans Green
Cuckfield
West Sussex
RH17 5HX

Beach Farm Fields
Cuckfield
West Sussex
RH17 5HX



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WINTER TRAINING

Our winter training is held at Warden Park School and The Triangle in Burgess Hill

The Triangle – Burgess Hill

When training at the Triangle we are duty bound to follow the leisure centre emergency plans and all incidents should be raised with a member of the leisure centre staff, should an ambulance or emergency services assistance be required.

Warden Park School

Should an emergency take place at Warden Park we will follow the guidelines of the school's emergency action plan. This is extracted as below. There is an AED in the main reception area that is always open when we are training should you need it. Access to the 3G is via the school entrance of Broad street as you head into Cuckfield from the A272 as shown,





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Title: Warden Park Academy Lettings Policy

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Ref: B&F/L/001 version 1.3

Issue date: May 2017

Appendix 2: Lettings Induction

1. Health, Safety and Welfare

Responsible Person

All User Groups will have a named person responsible for the conduct and safety of their group, including access to a mobile phone.

There is no public telephone near the Academy: hirers are required to have access to a mobile phone as a term of their letting. If you require the Emergency Services the address is Warden Park Academy, Broad Street, Cuckfield, Haywards Heath RH17 5DP.

First Aid

There are NO First Aid kits or first aiders officially on site in the evenings or at weekends. If a hirer considers that they need access to First Aid they must provide equipment and personnel themselves.

Fire Evacuation

If the fire alarm sounds the hirer is responsible for ensuring that everyone involved in their activity leaves the building by the nearest fire exit and assembles at the assembly point. Further details are available in the Appendix F Fire Alarm Procedure for Lets, which is available on the academy website and sent to all clubs and organisations when they enter a letting agreement with Warden Park Academy.

2. Safeguarding and child protection

Hirers are reminded that academy facilities may be used for a range of activities with users arriving and leaving at varying times. Hirers are responsible for the safeguarding of all young people for whom they are providing activities whilst they are on site. It is recommended that all young people are met and escorted to their activity and returned to the meeting area once the activity is completed to await parents/carers.

All hirers must be able to provide a Safeguarding Policy or appropriate certification (e.g. DBS checks) on request by Sussex Learning Trust.

On site speed limit of 10 mph must be observed at all times. Please drive sensibly and cautiously at all time.



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FIRST AID

A **first aid kit** is located with every level 1 coach which are present with every age group. There are additional first aid provisions within the tea room and changing room facilities at Whiteman Green.

In addition there is an **AED (Automated External Defibrillator)** located on the wall to the side of the changing room facilities at Whiteman's Green,

The club have also provided an additional AED to be located with one of the coaches at BFF, until a secure housing can be built by the gate.

The nearest telephones are located with all coaches in the form of a mobile phone or within the tearoom facilities at Whiteman's Green

Should a member of the club require first aid treatment a first aider should be summoned by the quickest available means. NB. A qualified first aider should be in attendance at all club sessions this is covered by our level 1 coaches commitment through the FA Charter standard

Most emergencies can be resolved by an on the spot response, however in the event of a serious incident, which could range from an injury or illness requiring medical treatment to a fatality, formal procedures must be in place i.e.:

Minor Injury e.g. small cut, graze, bumps, bruises

- a) Take appropriate First Aid action
- b) Make provision for the injured person to rest or continue as appropriate
- c) Record any incident or injury and complete the accident book/ forms.

Major Injury

- a) Arrange for injured person to be taken to hospital or ring for an ambulance. Use your discretion as to whether to administer First Aid.
- b) Telephone the next of kin.
- c) Record any incident or injury and complete the accident book/ form.



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NEAREST HOSPITAL / ACCIDENT & EMERGENCY

PRINCESS ROYAL HOSPITAL – HAYWARDS HEATH

Address: Lewes Rd, Haywards Heath RH16 4EX

Tel. 01444 441881

Distance: 5 miles. Journey Time (Car): 15mins

ROYAL SUSSEX COUNTY – BRIGHTON

Address: Barry Building, Eastern Rd, Brighton BN2 5BE

Tel. 01273 696955

Distance: 15 miles. Journey Time (Car): 45mins

CONTACTING THE EMERGENCY SERVICES

When calling the emergency services it is important that they are given the full information. Remember, when calling 999 for the police, ambulance or fire brigade, the 'control room' for these services may not be local, do not expect the operator to know where your club is located.

Procedure:

- Keep calm, speak clearly
- Give your name - state the service(s) that you require
- Give full name, address and telephone number of the club/ facility/ school
- Location, details and time of the accident/ incident
- Number of casualties and their condition together with the details of any treatment which is being administered or has been given
- Access point for ambulance
- Someone should be instructed to meet the ambulance which will aid the medics to reach the casualty as quickly as possible.

ACCESS POINTS FOR EMERGENCY SERVICES

Please refer to maps below for access points for emergency services to both Whiteman's Green and Beach Field farm should there be an emergency. There is a locked barrier and restricted parking area in front of the access gate to Whiteman's Green that is for the sole use of emergency services and should not be blocked in the event of an emergency.

KEY FOR GATE IS LOCATED IN CHANGING ROOM IN A KEY BOX CODE IS 5858

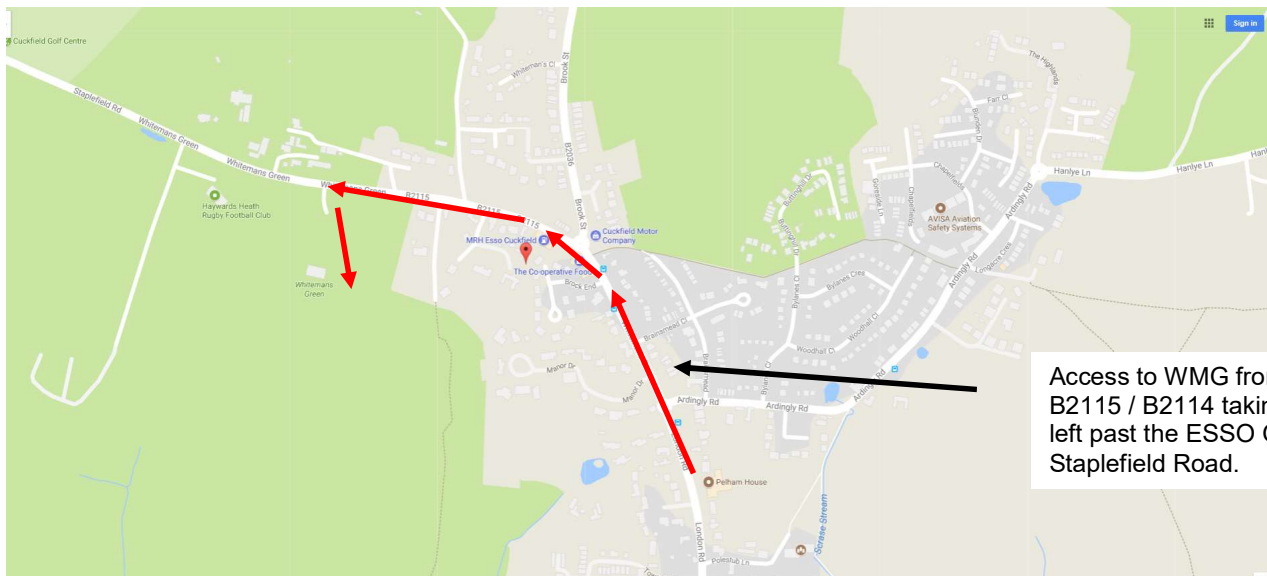


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ACCESS POINTS LOCATION MAPS – WHITEMANS GREEN



Access gate to WMG and hatched area to be kept clear of parking to allow emergency vehicle access Key is kept in the pitch 4 changing room in a box code to open is 5858



Access to WMG from Cuckfield on B2115 / B2114 taking the third turn on left past the ESSO Garage on the Staplefield Road.

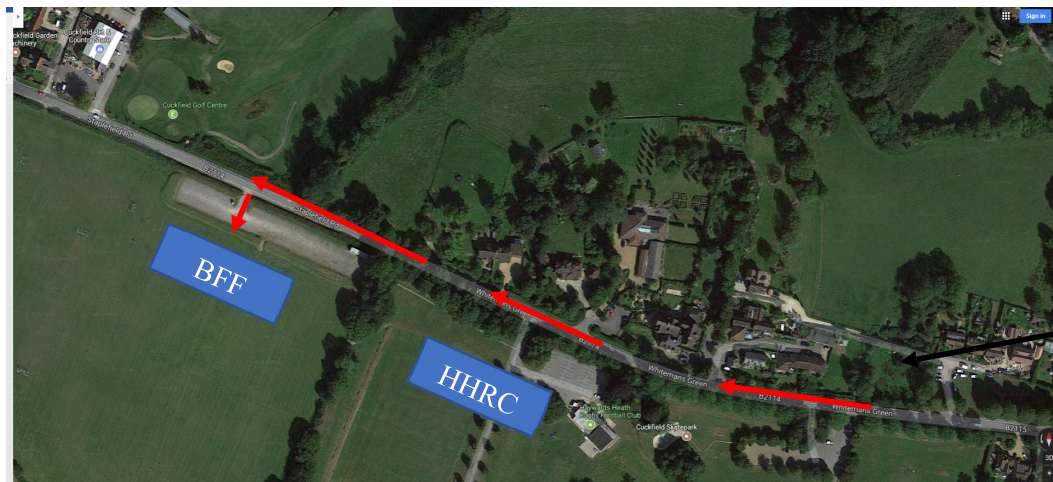


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ACCESS POINTS LOCATION MAPS – BEACH FARM FIELD



Access gate to BFF area to be kept clear of parking to allow emergency vehicle access Gate code is ??? should it be locked in an emergency when training the gate will be left open.



Access to BFF continue past the WMG entrance from Cuckfield on B2114 taking the 1st turn on left past Haywards Heath Rugby Club on the Staplefield Road.



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CLUB CONTACTS

The following have been identified as Cuckfield Cosmos Football Club key points of contact for issues relating to welfare and safety:

Organisation / Role	Contact Information
Cuckfield Cosmos Football Club – Club Chairman Responsible for the overall running and development of Cuckfield Cosmos Football Club.	Mike Best 07788438769 Best601@btinternet.com
Cuckfield Cosmos – Club Secretary To be contacted for any general queries or concerns related to the Cuckfield Cosmos Football Club.	Rachel Southwell 07814174623 cuckfieldcosmos@hotmail.com
Cuckfield Cosmos – Welfare Officers To be contacted in the event of respect, safeguarding, emergency incident and welfare issues relating to members of Cuckfield Cosmos Football Club.	Dan Wiscombe 07493235535 wiscombed@yahoo.com Gary Bye 07877264154 Gb.422@talktalk.net

I have read and understood the information contained in the Emergency Operating Procedures.

Name:

Position held within club:

Signature:

Date: