



East Bierley Community Sports Association

First Aid & Incident Reporting Policy

07/07/2025

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Document Control.

Document Information.

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| Author: | Chris Marsden |
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| 07/07/25 | 1.0 | Policy created | Chris Marsden |
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1. Policy Statement

East Bierley Community Sports Association (EBCSA) is committed to providing a safe and healthy environment for all users of its facilities, including players, coaches, volunteers, spectators, and visitors. This policy outlines our approach to managing first aid provision and reporting accidents, injuries, or incidents that occur on site.

2. Scope

This policy applies to:

- All individuals using EBCSA facilities (football, rugby, and other sports)
- All staff, volunteers, and partner clubs operating at EBCSA
- All training sessions, matches, and events hosted on EBCSA grounds

3. Objectives

- Ensure adequate first aid provision at all activities
- Enable appropriate and timely medical support
- Record and report all incidents and accidents consistently
- Comply with Health & Safety legislation and guidance

4. First Aid Provision

- EBCSA ensures that each member club or organisation using the facilities provides its own first aid cover during training, matches, and events.
- Clubs/Hirers must ensure that a qualified first aider is present during all organised activities and carries a suitable first aid kit.
- EBCSA provides access to an on-site first aid kit for general site use (non-club-specific), maintained regularly and located in the Pavilion.

5. Emergency Procedures

In the event of a serious injury or medical emergency:

1. **Call 999** for emergency services.
2. Inform the site coordinator or senior person present.
3. Administer first aid only if qualified to do so.

4. Clear the area to provide access for emergency responders.
5. Assign someone to meet and direct the ambulance crew.

A defibrillator (AED) is available at the changing rooms. All regular users are encouraged to familiarise themselves with its location and use.

6. Reporting Incidents

All accidents, injuries, or near-misses must be reported using the EBCSA **Incident Report Form** and submitted to the Facilities Manager within 24 hours.

Reports must include:

- Date, time, and location
- Name(s) of person(s) involved
- Nature of the incident/injury
- Description of what happened
- Any first aid administered
- Witness details
- Action taken

Forms can be submitted by email to the **Facilities Lead**

7. Club Responsibilities

Clubs and organisations are responsible for:

- Having their own first aiders and kits
- Maintaining training records for first aid qualifications
- Notifying EBCSA of any serious incidents occurring on site
- Cooperating with any post-incident investigation

8. Monitoring and Review

EBCSA will regularly:

- Review this policy for relevance and effectiveness
- Monitor volunteer and community participation data where appropriate
- Act on feedback from users to improve access and inclusion

9. Contact Information

- **Facilities Lead:** [Insert Name / Email / Phone]
- **Designated Safeguarding Lead:** XXXXX
- **Emergency Services:** Dial **999**
- **NHS Non-Emergency:** Call **111**