

# Victoria Playing Fields Football Club: Emergency Procedures

## Document Control Information

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## ***Introduction***

Victoria Playing Fields FC (VPFC) is dedicated to ensuring the safety and well-being of all players, coaches, and spectators. Our emergency procedures are designed to provide clear instructions for responding to various emergencies, ensuring a safe environment for all involved. These procedures align with the FA's guidelines and our club's ethos of inclusivity and community.

## ***First Aid***

- **Qualified First Aiders:**
  - As an FA Affiliated Club, VPFC holds a record of all Coaches holding FA First Aid qualification within the FA Whole Game System.
  - It is our intention to encourage as many coaches as possible to undertake first aid training.
  - We aim to become an FA Accredited Club during the 2024/25 season. To gain and retain Accredited status requires us to have at least one coach holding current FA First Aid certification for each group.
  - As of June 2024, each year group has at least one coach with an FA First Aid qualification, except Year 5. Year 5 is based at Victoria Playing Fields and so surrounded by other groups with qualified first aiders. As such, we are satisfied each site we are based has access to a first aider.
  
- **Role of Coaches:**
  - Coaches are responsible for initial assessment and care, contacting emergency services, and managing the situation until further help arrives. First Aid trained coaches should take the lead with support from other coaches.
  
- **First Aid Kits:**
  - First aid kits are provided within each year group's kit bag.
  - Our CWO's periodically inspect the First Aid kit to ensure all contents are in date.

- **Parent and Guardian Responsibilities**

VPFC requires that at least one parent or guardian remains on-site with each child during training sessions. This is to ensure immediate support in case of injury. This requirement is stated in our Club Charter, which is accessible on our website and communicated to all parents during the welcome process.

What We Ask of Parents or Guardians:

- Ensure there is always an identified parent or guardian on-site during training to support the child if injured, and that both the child and guardian know who it is, and the child knows where they are.
- Ensure your child is wearing shin guards to each session to protect them from the occasional bad tackle that can happen at this age.

### ***Automated External Defibrillator (AED)***

**Nearest AED by Site:**

- **Victoria Playing Fields**
  - Verulamium Museum
  - Dagnall Street Baptist Church
- **The Brickie**
  - Dagnall Street Baptist Church
- **Aboyne Lodge School Playing Fields, Normandy Road**
  - Aboyne Lodge School, Etna Road, St Albans, AL3 5NL
- **Harpenden Rugby Club**
  - Redbourn Village Hall, 63 High Street, Redbourn, St Albans, AL3 7LW

You can always check current information using: <https://www.defibfinder.uk/>

### ***Accident Reporting***

- **Immediate Response:**
  - In the event of an injury, the first aider on site will assess and administer necessary first aid.
  - Parents or guardians on site are expected to support their child if injured, as outlined in our club charter.
- **Reporting:**
  - All accidents must be reported to the Club Welfare Officer (CWO) using the VPFC Accident Report Form.
  - The CWO will log incidents and follow up as necessary.

### ***Emergency Evacuation***

- **Thunderstorms and Lightning:**
  - We will follow the FA's 30-30 Rule, that is:
  - If the time between seeing lightning and hearing thunder is 30 seconds or less, seek shelter immediately.
  - Safe locations include fully enclosed buildings or hard-topped vehicles. Avoid open fields, isolated trees, and metal objects.
  - Resume play only after waiting at least 30 minutes from the last observed lightning or thunder.
  - Current FA Thunderstorm Guidance for Grassroots Football can be found [here](#).
  
- **General Evacuation:**
  - In the event of any other emergency requiring evacuation, coaches will guide players to a safe location.
  - Parents or guardians should follow instructions from coaches and ensure their children are accounted for.

### ***Emergency Procedure***

#### **In the event of an emergency:**

##### **a. Immediate Response:**

- Stop all activities in the group immediately.
- Assess the situation and ensure the safety of all participants.
- Administer first aid if required by the nearest qualified first aider.
- If the injury or illness is severe, call emergency services (999) immediately.

##### **b. Notification:**

- Inform the child's parent or guardian immediately if they are not present.
- Notify the club's Child Welfare Officer (CWO) as soon as possible.

##### **c. Documentation:**

- Record the incident in the club's accident log.
- Complete an accident report form, detailing the incident and any actions taken.

##### **d. Follow-Up:**

- Review the incident with the club's committee to identify any improvements to safety procedures.
- Ensure any recommendations are implemented promptly.

### **Contact Information**

- For any questions regarding these procedures, please contact our Club Welfare Officers.
- When onsite for a session, you can ask the Head Coach for your group to connect you to a CWO.
- Up-to-date contact information for our CWO's can be found on our club website at <https://vpfc.org.uk/club-policies/>