

SPORT HEALTH AND SAFETY GUIDELINES 2014/15

Minibus / Coach Hire:

Clubs are free to hire mini buses and coaches from licensed companies. However the coach or minibus must come with a licensed driver provided by the company.

Under no circumstances should club members or individuals associated with a club drive any form of mini bus or coach without the prior consent of the relevant Health and Safety Officer in their College.

Travelling by car:

If you are travelling to a fixture or training session by car, the driver must ensure that they have the correct insurance cover to drive people to and from sport fixtures. This either requires Business Insurance cover or confirmation from the individual's insurance company that their current policy covers them to transport others on such trips. If the driver does not have this cover or confirmation, the driver may not be insured to drive people to and from sport fixtures or training sessions.

FIRST AID

On a Wednesday afternoon between 13:30-16:15 and on weekends from 10:00-16:00, St. John Ambulance personnel will normally be present at Maiden Castle and the Racecourse. There will also be additional fully qualified First Aiders amongst the Team Durham staff. The member of staff will become the main contact point when the St. John Ambulance crew are not present, and can be contacted on the following emergency numbers: **Maiden Castle: 0191 334 2189, Racecourse: 0191 334 6984.**

Reporting an Injury:

Maiden Castle and the Racecourse

Any injury requiring medical attention that occurs whilst taking part in physical activity at the above times should be immediately reported to Maiden Castle reception or the Racecourse Pavilion on the following emergency numbers. **Maiden Castle: 0191 334 2178, Racecourse: 0191 334 6984.** If the injury occurs during the times listed above, the reception staff will alert the St. John Ambulance personnel instantly. If an ambulance is necessary the St. John Ambulance crew will make contact with the emergency services. They have a direct line and will therefore be able to alert the ambulance far quicker. At all other times, injuries requiring medical attention must still be reported to Maiden Castle reception on the emergency number. Team Durham staff will call for an ambulance where necessary.

Hild Bede Gyms and the Racecourse Squash Courts

As these facilities are often unattended by Team Durham staff it is recommended that all students have their mobile phones on them in case of emergency. In the event of an accident during Maiden Castle opening hours, students should ring the Maiden Castle emergency line on **0191 334 2178**. If necessary the sports centre staff will call for an ambulance. If a serious injury takes place during hours where the sports centre is not open, individuals should make direct contact with the ambulance service. In the East Gym a phone can be located upstairs. To find this you should enter the Gym from the main doors and turn left to open the lobby door. You should walk up the stairs and the phone can be located at the top of the stair case. In the West Gym, the phone can be located on the left hand wall as you stand facing the doors to the actual sports hall.

Any injury drawing blood or resulting in hospitalisation must be reported to Maiden Castle as soon as possible, even if Team Durham staff have not been involved in treating the injury. If it is discovered that a team/club has not reported an injury that team/club will be suspended from competition or training for a period of not less than two weeks.

Queens Campus

During working hours, injuries must be reported to the Queens Campus Sports office immediately. The direct line is: **0191 334 0145**. The office staff will then call for an ambulance. As the facilities are often unattended it is recommended that all students carry mobile phones in case of injury. If the Office is not attended, and an ambulance is required, the team/club should ring for an ambulance directly. Any injury drawing blood or resulting in hospitalisation must be reported to the Queens Campus Sports Office as soon as opening hours permit, even if the sports staff have not been involved in treating the injury.

Health Declarations:

All students taking part in organised sport at University or College level will be asked to fill in a '**Health Declaration**' form. These forms will be given to the Club or Team Captain, and once completed must be kept in a folder and present at every home or away University or College fixture and training session. (This also includes scheduled club/team training sessions at Maiden Castle or the Hild Bede Gyms). At the front of the folder a page with the names of all players must be stored. **Please note, students do have the right to decline to fill out the Health Declaration form. In order to indicate that an individual has declined, a star must be in front of their name on the front page of the folder.** For ease, it is recommended that clubs who have multiple teams give each team captain a folder containing the forms for all club members. This therefore allows players to move teams with minimum confusion. These forms must be collated by Saturday October 25th. The Club or Team Captain will also be required to fill in a **Club Health Declaration Summary**, which will identify any athletes within the club or team who do have a notable medical condition. A copy of this form must be completed and returned to Maiden Castle reception by Saturday October 25th. Clubs who do not have their forms with them after this date (for organised training or matches) will be suspended from playing in their next fixture.

N.B. For all fixtures and practices taking place at Maiden Castle (and matches at the Racecourse) teams will be required to sign in at either the Maiden Castle reception or the Racecourse Pavilion to confirm that they are in possession of their forms.

First Aid Kits:

1. Each college sports team **MUST** have First Aid kits with them at all times during training and competition.
2. Regulation 1 includes clubs who are training and competing in all sports halls, the Hild Bede Gyms and swimming pools.
3. Each club must have one First Aid kit per team.
4. If a team does not have a First Aid kit by October 25th, the team will be suspended from competing or training until a kit has been acquired.
5. Each First Aid kit must contain the following:

Item	Quantity	Re-order	Total
Crepe Bandage large	1		
Crepe Bandage – small	1		
No 8 Dressing	2		
No 9 Dressing	2		
Dressing Strip	1		
Wipes	5		
Triangular Bandage	2		
Safety Pins	15		
Disposable Gloves	1		
Pair Scissors	1		
Cold Pack	1		
Resuscitation Aid	1		
Roll Tape	1		
Melolin	1		
Eye Wash Bottle	1		
Survival Sheet	1		
Basic First aid kit			
Team Sport kit-inc Eye Wash			
Outdoor sports kit			
Waterproof Bags			

Purchasing kits and contents:

6. First Aid kits, including the contents, can be purchased from the Team Durham Student office.
7. Individual items can also be purchased, and these are priced at £1 each.

N.B. For all fixtures and practices taking place at Maiden Castle (and matches taking place at the Racecourse) teams will be required to sign in at either the Maiden Castle reception or the Racecourse Pavilion to confirm that they are in possession of a fully equipped First Aid kit. Random spot checks will take place at venues in Stockton.

First Aid Courses:

1. All college teams will be required to have members who have attended the *Heartstart* course, identified by the possession of a '**Team Durham First Aider**' card.
2. Teams who train in swimming pools, the Hild Bede Gyms or sports halls, will still be required to have members who have gone through the course.
3. Each team must have two '**Team Durham First Aiders**'.
4. '**Team Durham First Aider**' cards from previous seasons may be carried over and used during 2013/14 if valid.
5. If a team does not have the sufficient number of members who have gone through the course by Friday October 24th, then that team will be suspended until the courses have been attended.

During matches / events and training:

6. When competing or training each team or club must have at least one '**Team Durham First Aider**' present per team.
7. The '**Team Durham First Aider**' need not be competing or training, but must be present at the venue. For example if a football team were playing, the '**Team Durham First Aider**' could be on the sidelines.
8. If a specific team or club is found to have breached regulation 7, the specific team or club will be suspended from competing in their next fixture or event.

N.B. For all fixtures and practices taking place at Maiden Castle (and matches taking place at the Racecourse) teams will be required to sign in at either the Maiden Castle Reception or the Racecourse Pavilion to confirm that a 'Team****

Durham First Aider' accompanies their team. Random spot checks will take place at venues in Stockton.

About the *Heartstart* course:

9. *Heartstart* UK is an initiative co-ordinated by the BHF to teach members of the public what to do in a life-threatening emergency: simple skills that can save lives. It provides opportunities for people to learn the vital skills of ELS (Emergency Lifesaving Skills). Specifically the course will cover, performing cardiopulmonary resuscitation (CPR), dealing

with choking, serious bleeding and helping someone that is maybe having a heart attack.
The course will also cover minor sport's injuries.

Please note this course will provide individuals with basic training, but will not result in a qualification.

10. Courses will be run during the first two weeks of the Michaelmas term. Additional courses will be arranged if necessary.
11. The course will last approximately four hours.
12. The cost of the course will be £5 per person.
13. The Team Durham Student President will provide notification as to how individuals can sign up to the courses.

On completion of the course:

1. The individual will be handed a 'Team Durham First Aid' photo card.
2. The photo card provides proof that the course has been completed.
3. This card must be carried with the individual whenever they are competing for or training with the College team.