***NAME OF CLUB: Lightwater Junior Badminton Club***

**Relevant Documents:**

i) Session register, completed and checked for that day.

ii) Lightwater Leisure Centre Fire Evacuation Plan.

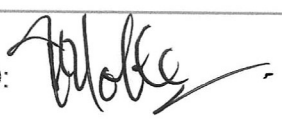
**If an incident/accident occurs during club activities:**

- Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
- Listen to what the injured person is saying.
- Alert the venue first aider who should take appropriate action for minor injuries.
- In the event of an injury requiring specialist treatment, call the emergency services.
- Deal with the rest of the group and ensure that they are adequately supervised.
- Do not move someone with major injuries. Wait for the emergency medics.
- Contact the injured person's parent/carer.
- Complete an incident/accident report form/book. **Ref: EP019RF**
- If appropriate, collect and collate statements from witnesses.
- An identified club official should keep completed forms.

**Refer to the Lightwater Leisure Centre 'Fire Evacuation Plan' attached.**

**If the incident requires evacuation of the hall:**

- At the sound of the venue emergency alarm, call the group to order. Centre staff are responsible for clearing different areas within the building, but, if speed is clearly needed, alert each court set of players to exit via the nearest emergency door; refer to the plan diagram green arrows and the three marshalling points A, B and C. The court coach should accompany their specific group.
- If a player has previously exited the hall for a visit to the lavatory or to be with their parents, the responsible coach will advise the session leader, then check the whereabouts of that player. Note: Some parents may be occupying the viewing area outside the hall and others, for support or player medical reasons, may be in the hall.
- Lightwater Juniors BC issue an advisory note to all parents addressing various safety points including attire. (Some players enter the hall with no cold weather protective clothing.) On leaving the hall, players should leave their personal belongings, with the exception of crucial medical items and a cold weather jacket.
- When vacating the hall, the session leader, or another coach, should take the register to check for any missing players recorded as attending that day.

SIGNED: 

DATE: 5/9/2026

NAME: David J Noble

POSITION: Club Chairperson & Welfare Officer