

# FAIRFORD TENNIS CLUB

## Emergency Procedure and Contacts

### Before you start:

- Please make sure that a responsible person knows this procedure.
- Please ensure that someone on site has a mobile phone in working order if possible.

### In the event of an accident:

- Stay calm but act swiftly and observe the situation. Is there any danger of further injuries?
- Listen to what the injured person is saying.
- If the injury is minor, alert a First Aider (if available) to take appropriate action.
- If the injury requires 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 services.
- Contact the injured person's parent/carer.

In the event of any incident, please call the relevant emergency service (if required), and notify the Club Secretary or Chairman as soon as possible, with details  
(Incident report forms attached – please complete and return to a Committee member a.s.a.p.)

### Emergency Services - Dial 999 or 112 and ask for Ambulance, Fire or Police (as required)

The location of the club is: **The tennis courts, at the junction of The Croft with Lower Croft in Fairford**  
(Postcode GL7 4BB – OS Grid Ref 155011)

**First Aid Kit** – On wall in LH corner of hut furthest from door (with additional supplies in cupboard below or on worktop)

**Defibrillator** – In the event of somebody suffering a cardiac arrest, a defibrillator is available (24/7) from **the porch of the Bull Hotel in the Market Square** – You should send someone else for this and maintain CPR on the patient as necessary until it arrives. The Defibrillator package includes necessary equipment and provides audible instructions. (You will need to return it after use.)

**Fire** – Do not attempt to tackle a fire unless it is small and can be easily and safely extinguished e.g. with a fire blanket – **N.B. Do not use water on fires involving electrical equipment**

### Committee Emergency Contacts:

Richard Harrison (Secretary) – Tel 01285-712265 / Mob. 07780-114928

Cathy Sayers (Chair) – Tel. 01285-750699 / Mob. 07774-628855

Paul Gardner (Vice Chairman) – Tel. 07782 325791