



# Mini and Junior Section



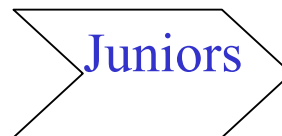
## EMERGENCY PROCEDURE ORGANISATION

- The Club's Emergency Procedure Organisation is contained in the following documents:
  - Risk Assessment Policy
  - Position Description for the Duty Manager
  - Position Description for the Age Group Manager
- It is the Duty Manager's responsibility to risk assess the public areas in and around the Clubhouse and Council changing rooms. It is the Age Group Manager's responsibility to ensure that their designated pitch space is fit for purpose on the day.
- In the event that a notifiable risk is discovered, the Age Group Manager will inform the Duty Manager who will record the details of the risk in the daily risk assessment log sheet and the action taken.
- In the event of an emergency occurring, the Duty Manager is notified by the quickest means possible (by mobile telephone or runner) and is then required to initiate the attendance of the appropriate emergency service.
- If an ambulance is required, the Age Group Manager is responsible for ensuring that the vehicle is met at the maintained emergency access to the Hooks Lane playing fields and guided to the appropriate site where the emergency has occurred.
- DUTY MANAGER PHONE 07901 734906
- Club telephone at top of stairs is available for 999 emergency calls only.

Document	Last reviewed	Next review
Risk Assessment Policy	February 2007	February 2008
Duty Manager	February 2007	February 2008
Age Group Manager	February 2007	February 2008

Hardcopies are included for reference and are valid at the time of printing.  
All current documentation is held on the Havant Mini and Junior Website under  
Information and Documentation

[www.havant-rfc-mi.co.uk](http://www.havant-rfc-mi.co.uk)





# HAVANT RFC



## EVACUATION PROCEDURE

- *In the event of a need to evacuate the clubhouse, please use the emergency exit doors as marked*
  - *All doors onto stand (3 in number with push bars)*
  - *Door to pitch from changing rooms (push bar)*
  - *Door into squash courts end of function room (push bar)*
  - *Front door from squash end*
- *Assembly points are Dingly Dell for back of clubhouse exits and St Johns/Scouts car park for front of clubhouse exits*
- *To call for emergency services, the phone at the top of the stairs provides free 999 calls...club address is Havant Rugby Football Club, Hooks Lane Ground, Fraser Road, Bedhampton Havant, PO9 3EJ. Tele no. 02392 477843*
- *Do not put yourself at any personal risk*

**[www.havant-rfc.co.uk](http://www.havant-rfc.co.uk)**

