

ExeTT First Aid

If you have an accident please report it to the Duty Officer or Coach even if it has not resulted in an injury. This will help us to treat you and to hopefully prevent it from reoccurring again.

A First Aid box is located in the Storage cupboard. Some members of the Club Committee have first aid training. Please ensure that the incident is recorded by a member of the committee. Accident and Incident Report Forms are available from coach.

The Club maintains basic medical information particularly in the case of children (held by Welfare Officer) for use in the case of an emergency. This information includes medical conditions and contact numbers.

First Aiders

Mike Naylor – ETTA Coach / Development Officer

Howard Back – Coach / Chairman

Tony Rowland - Treasurer



ExeTT Emergency Evacuation Procedures

The Fire Alarm in the Sports Hall is a continuous ringing bell. If the alarm sounds for longer than 10 seconds you must evacuate using the procedure below.

At all times you must evacuate as soon as the fire alarm sounds.

If you discover a fire

Raise the alarm by activating the nearest Break Glass Unit. Do not attempt to tackle a fire unless it is safe to do so.

1. Fire Action Notices are displayed throughout the College. You should familiarise yourself with these instructions so that in the event of the alarm sounding you know what to do.
2. Evacuate as soon as the alarm sounds – do not go out of your way to collect personal belongings
3. Go to your nearest safe emergency exit. Your nearest safe emergency exit will not necessarily be the normal exit route therefore it is important you follow the signage.
4. If it is safe to do so:
 - Stop/close down all machinery & electrical equipment
 - Isolate electrical supplies to equipment
5. Committee members will check each area of the Main Building, including toilets and then report to the Fire Control Point.
6. On leaving the building make your way to the designated Fire Assembly Point which is on the grass outside sports hall near Gym 5
7. Remain at the Assembly Point until given instruction to do otherwise
9. Do not under any circumstances re-enter the building until given authority to do so.

One of the committee members will pickup the attendance register and call the register once outside. They will let the emergency services know of anybody that is unaccounted for.

The emergency exits are at both ends of the sports hall and at the main entrance.

ExeTT Health & Safety

Table Storage/Removal

Storage

1. Hang surrounds on brackets at back of cupboard
2. Place Stiga Expert Roller tables in first, ensuring that the first table goes against the left hand wall. (Each table must be stored so that the playing surfaces of each table are facing each other. This will prevent damage to the playing surface).
3. Once all tables have been stored, Stiga Elite(Has red bar on undercarriage) can be stored
4. Thin flat Butterfly Compact tables next. (These need to be lifted into cupboard, as the wheels are too low to just push). Each table must be stored so that the playing surfaces of each table are facing each other. This will prevent damage to the playing surface
5. Finally all storage boxes (First Aid, nets, bats, notice board, etc)
6. Switch off light and close door

Removal

1. Remove all storage boxes (First Aid, nets, bats, notice board, etc)
2. Remove thin flat Butterfly compact tables and setup near main entrance. Ensure that table legs are locked.
3. Remove Stiga Elite (Has red bar on undercarriage) roller tables and setup in middle of hall Ensure that the wheels are locked
4. Remove Stiga Expert Roller tables and setup at far end of hall. Ensure that the wheels are locked
5. Remove surrounds and setup in-between the three rows of tables
6. Switch light off and close door

NO ONE UNDER THE AGE OF 18 IS ALLOWED TO PUT UP OR TAKE DOWN A TABLE.

PLEASE DO NOT SIT OR LEAN ON SURROUND BARRIERS AS THEY BEND VERY EASILY.

ExeTT Club Register

All club members are required to sign the register when entering or leaving the Sports hall.

This is for Health & Safety reasons, so that the club knows who is in the building in the event of an emergency.

Members who fail to abide by the rules of the club may have their membership suspended or in serious cases rescinded.

