

**Football Association Charter**

**Standard Community Club**

****



(07958 988



In partnership

# **Club Management Committee:** President – Rob Hennessey

# Chairman – Dave Nelthorpe (welfare officer) Secretary – Paul Mitchell Treasurer/Vice-Chairman – John Clark

# Football Development Officer – Peter Craddock Registration Secretary –Steve Franklin Equipment & Marketing – Tony Smith Watergate and Pitch Facilitator – Paul Kelly IT & Marketing – Paul Mitchell Welfare Officer - Sue Broadbent

# Referees and pitch allocation – Barry Wake Asst. Secretary – Sharon Johnson

# **Club General Committee** All Team Managers and Assistants DFA Affiliation No. **W-DUR4509**

ntinue with the club at the end of the season, that’s it – the team’s budget is absorbed into the club reserve account.

**Registered under the Football Association’s Child Protection Policy www.whickhamfellsideyfc.co.uk**

### OCT 2020 - EMERGENCY ACTION PLAN, WATERGATE

### *including* EMERGENCY FIRE ACTION PLAN, WATERGATE

**The Club are aware of their responsibility should an emergency happen at Watergate. The ‘barrier’ on the bottom Car Park that Gateshead Council insist kept locked could create a problem should an emergency of whatever description occurs at Watergate. This necessitates a policy to have emergency or other service(s) on the scene immediately after an incident has occurred. Below this is the procedure that needs to follow should a fire occur at Watergate.**

### EMERGENCY ACTION PLAN, WATERGATE

1. The ‘lock’ on the gate at the ‘bottom’ Car Park next to Emmanuel College is one that is maintained by Gateshead Council. Copies of these keys are limited as they are of a specialised nature. The Secretary and the Club Chairman have copies, as do Tony Smith, John Clark, Paul Kelly, Paul Johnson, Sharon Johnson (responsible for the café) has 3 (Sharon, Kay and a spare in the café) – Key audit August 2020 by Club secretary. There is also a spare key in the dark blue container which houses the football equipment. The Security/Reception Desk at Emmanuel College which is open 24-hours a day, 7-days a week, also have a key for the barrier in case of extreme emergencies.
2. The barrier is never opened for the general public, unless for special events or circumstances. The area operates under restrictions and the barrier must be locked at all times as per the requirements and direction of Gateshead Council.
3. Whickham Fellside Youth Football Club wish to make it clear that the barrier in the lower Car Park **must be kept free from parked cars**. Signage is not always available as vandalism has become a serious issue with signs and the site generally, so visitors are requested to park sensible and not to restrict entry to the site. **They should park away from the barrier itself leaving sufficient access for emergency vehicles**.
4. Every Coach has a key that will open the 2 equipment ‘containers’ at Watergate (by the club house and by pitch 1). These keys opening all wooden access gates around Watergate. A key audit was carried out in July 2020 by Barry Wake to identify those coaches that did not have keys. Keys were then cut and handed out to these managers. The sets were numbered so we know who has what set of keys – the cost of replacing lost keys will be charged to the relevant team’s budget. The container by pitch 3 is used only by the club’s pitches team.
5. All Coaches are issued with First Aid Kits at the start of the tenure for minor incidents. New packs or refresher packs to supplement the first aid kit, can be requested to Tony Smith ([kit\_equipment@whickhamfellsideyfc.co.uk](mailto:kit_equipment@whickhamfellsideyfc.co.uk))
6. In July 2020 (during the COVID19 pandemic), the club purchased 34 Grassroots team hygiene packs which contains Personal Protective Equipment in line with the FA’s Level 1 First responder category and the Club’s Covid19 Risk Assessment document. Hand / Alcohol sanitiser bottles are also available. If coaches need to purchase further PPE or Hand / Alcohol sanitiser bottles, they should do so and claim the money back from the club (Reciept required).
7. In the case of an incident and the need for emergency services, the address of the facility is **Watergate Changing Pavilion, Watergate, Consett Road, Lobley Hill, Gateshead NE11 9RQ**. Directions to Watergate can be viewed or accessed through the Club’s Website at [www.whickhamfellsideyfc.co.uk](http://www.whickhamfellsideyfc.co.uk). The direct link is: <https://whickhamfellsideyfc.co.uk/contact-us-%2F-directions>
8. The Emergency services “WHAT 3 WORDS” LOCATION IS **SLICES.SAKE.GUARDS**- this is to the centre circle on pitch 2.
9. There are 2 defibrillators located on site. One is on the side of the Clubhouse and is hooked up to the building’s electricity supply. It is protected by a keypad and access code and an alarm and located in a “cage”. The access code is available to all coaches within the group name description section of the “Club Updates - pitches” whatsapp group. The second defib unit is located in the container beside Pitch 1. This is battery operated and the batteries are required to be charged once a year. This is the responsible of the club’s Watergate pitches and buildings officer on the Executive Committee. It is protected by a keypad and access code and an alarm (no “cage” around it. The access code is available to all coaches within the description section of the “Club Updates / pitches” whatsapp group.
10. The nearest Accident and Emergency Department is at the **Queen Elizabeth Hospital, Queen Elizabeth Road, Sheriff Hill, Gateshead NE9 6SX. Tel: 0191 4452171 or 4455930. The next nearest is the Accident and Emergency Department at the Royal Victoria Infirmary, New Victoria Wing, Queen Victoria Road, Newcastle NE1 4LP. Tel: 0191 2336161.**
11. The Security/Reception Desk at Emmanuel College which is open 24-hours a day, 7-days a week, also have a key for the barrier in case of extreme emergencies. The Emergency Services are aware of the availability of access to Watergate as well; they have details of how to access the area through other entrances (i.e. gates on Whickham Highway and through the Nursery site).
12. A representative of the Club must be present during any emergency incident (all contact details at https://whickhamfellsideyfc.co.uk/committee). A full report of the incident should be made to the Club Secretary as soon as possible and liaising with parents must be done. A Club representative must make sure that all the above procedures are complied with; that access is obtained; that safety and access to the incident is possible; that every cooperation to any emergency services or the like attending the incident is given. The welfare of the individual(s) concerned is of paramount importance.

### EMERGENCY FIRE ACTION PLAN, WATERGATE

1. **Note that ALL THE ENTRANCE SHUTTERS and ENTRANCE DOORS will be open AT ALL TIMES the building is occupied.**
2. In the event of a fire this will be indicated by either smell, visually and also by the audible sound of the Fire Alarm.
3. The Fire and Emergency Services should be called (999). Access for Fire and Emergency Services through the barrier on the bottom Car Park is engaged by following the Emergency Action Plan above, i.e. location of key and obtaining the same from other sources.
4. **Occupants must immediately stop what they are doing and should leave by the nearest exit indicated by blue lines on the diagram below. They should assemble in the Car Park beside the Fire Assembly Point (indicated on the plan below).**
5. Once everyone has been evacuated from the building a Whickham Fellside Youth Football Club Official or an employee of the Watergate Café should determine whether everyone is present; in the event of no Whickham Fellside Youth Football Club Official not being present this should be carried out by a an employee of the Watergate Café or a responsible adult.
6. The two exits in the main building will always be open, even if unoccupied for long periods. This will ensure that easy access and exit in the event of fire or emergency is available at all times. The annexed building will always be open when occupied, but not always open at the same time as the main building.
7. The building is fitted with Emergency Lighting and Illuminated Signs which give an indication of the Fire Exits; these are automatically activated in the event of a fire. WFYFC Officials and Occupants are directed towards the signs regarding Fire Safety and make themselves familiar with it.
8. **Fire fighting equipment in the form of Fire Extinguishers and Fire Blanket, which are regularly maintained, are available for anyone to use ahead of arrival of the Emergency Services, but this must be done with caution and with no danger to the individual.**
9. The Fire Safety Officer/Responsible Person for Whickham Fellside Youth Football Club is  
   **Sharon Johnson**, the Deputy Safety Officer/Deputy Responsible Person is **David Nelthorpe** and they must be informed of all incidents of Fire and Safety.
10. Anyone wishing clarification can speak to either the Club Chairman, Dave Nelthorpe (dave99helicop@icloud.com) or the Club Secretary, Paul Mitchell ([secretary@whickhamfellsideyfc.co.uk](mailto:secretary@whickhamfellsideyfc.co.uk)) or on the appropriate telephone number.
11. A diagram of the fire exit routes and the building is below:

Diagram

Description automatically generated