

Emergency Action Plan

This document can be used for sessions held at managed venues or venues where there are no staff. Where the coach is ultimately responsible for health and safety there is greater onus on them to ensure that safety provision is adequate. EAP should be read in conjunction with the Risk Assessment.

Venue:	Victoria Park, Haywards Heath		
EAP created by:	Barry Davids	Date Created:	05/11/2016
Venue Address: (Inc. Postcode/ Grid Reference)	South Rd, Haywards Heath RH16 4HT		
Type(s) of Activity this EAP applies to:	Running		
Who is ultimately responsible for Health & Safety during these sessions:	<input type="checkbox"/> Venue Staff <input checked="" type="checkbox"/> Coaching Staff <input type="checkbox"/> Other	The are no venue staff on site	
How will venue staff be contacted in emergency:	Comments: Council run facility so no emergency support. Council general enquiries is number is 01444 477379 but in emergency then emergency services should be called		
Location of Phone/Mobile Reception Tested:	Only mobile phone – good reception in the area		
Location of the nearest first-aid qualified person:	None supplied by venue. Either coach or participant if qualified		
Location of first-aid equipment:	Coach to bring first aid kit to the venue		
Location of Defibrillator:	None		
Non-Managed Venues			
How to contact Emergency Services:	Mobile telephone - 999		
How will Emergency Services be directed to the scene of an incident:	Park address as per top of form. Park is not huge so location within the park will be ok		
Who else is available to help in case of issues:	Other participants or possibly members of the public		
Managed Venues: List the Actions that the COACH can undertake to ASSIST venue staff:			
Non-Managed Venues: List ALL the Actions that the COACH will undertake and Manage others to do if any of the following situations occurs:			
Evacuation:	<p>Coach to blow whistle to 3 times to signal athletes to stop. Park is small enough for all to hear whistle.</p> <p>Gather all athletes together to leave by nearest park exit as shown on map below.</p> <p>Advise athletes of all park exits prior to session in case re-grouping is not possible to nature of session and reason of evacuation. If so agree meeting point to be on the high street by the church as indicated by the map below.</p>		

Missing Person:	<ul style="list-style-type: none"> • Check all athletes accounted for against sign in register • If anyone missing then notify the emergency service present
Minor Injury:	<ul style="list-style-type: none"> • First aid should only be given by a qualified First Aider. • The first aider for the session will normally be the coach or a nominated qualified participant • Coaches should remember to consider the safety of other participants and stop /suspend the session if they are distracted by dealing with the casualty • The First Aider should treat the casualty in line with the guidance of their qualification • When treating a casualty don't leave yourself in a compromising position. E.g. male first aider alone with a female casualty or adult with a child. • Coaches should follow the CLUB accident reporting online procedure including noting the incident on the session plan and completing an incident / accident report form.
Major Injury:	<p>(All cases of head injury should be treated as serious.)</p> <ul style="list-style-type: none"> • Stop session immediately. • Coach should go and get First Aid kit • Instruct another member of the session to call the emergency services immediately. • If possible, delegate responsibility of managing the group to a more senior member or the club, so they can assist other coaches. It may be possible that there are medically trained individuals at the session who can provide assistance, ask if there are, but don't rely upon it. • Await arrival of emergency services, continuing to treat casualty, assist them and hand over when they have taken responsibility. Provide Emergency services details of any medication, known medical history and in case or emergencies contact details, these are available from sign in sheet, membership card and access to membership database.

Insert Diagram(s) of layout of venue with key safety elements marked (this page is intended to be shared between Risk Assessment and EAP):

