

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:	Run Session – Clair Park, Haywards Heath		
EAP created by:	NEIL GILES	Date Created:	30.10.16
Venue Address: (Inc. Postcode/ Grid Reference)	CLAIR PARK PERRYMOUNT ROAD HAYWARDS HEATH WEST SUSSEX RH16 3DN		
Type(s) of Activity this EAP applies to:	GROUP RUN SESSION		
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 Comments:	THIS IS AN UNMANAGED VENUE – A PUBLIC PARK, SO THE COACH IS SOLEY RESPONSIBLE	
How will venue staff be contacted in emergency:			
Location of Phone/Mobile Reception Tested:	COACH TO HAVE MOBILE PHONE		
Location of the nearest first-aid qualified person:	SESSION MEETING POINT – THE DOLPHIN LEISURE CENTRE (APPROX 800M AWAY)		
Location of first-aid equipment:	DOLPHIN LEISURE CENTRE PASTURE HILL ROAD HAYWARDS HEATH RH16 1LY		
Location of Defibrillator:	DOLPHIN LEISURE CENTRE		
Non-Managed Venues			
How to contact Emergency Services:	COACH TO HAVE MOBILE PHONE		
How will Emergency Services be directed to the scene of an incident:	LEAD COACH TO ASSIGN A GROUP MEMBER TO DIRECT EMERGENCY SERVICES		
Who else is available to help in case of issues:	<ul style="list-style-type: none"> ● OTHER GROUP MEMBERS ● STAFF AT CLAIR HALL (ADJACENT TO PARK) 		
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:	<ul style="list-style-type: none"> ● Coach to identify a meeting point as part of the session briefing ● Evacuation unlikely as it is an outdoor park 		

Missing Person:	<ul style="list-style-type: none"> • Coach to assign a group member to look after the remaining group • Coach to search the venue, with the assistance if required • Coach to call emergency services if unable to locate the individual in a reasonable time i.e. by the end of the scheduled session time
Minor Injury:	<ul style="list-style-type: none"> • Coach to assess the extent of injury and determine if emergency services should be called • Coach should consider the safety and welfare of the remaining participants and STOP the session if they are involved in treating the casualty • Only administer First Aid if suitably qualified • Group to return to the Dolphin Leisure Centre to seek First Aid treatment • The casualty should not return alone • The Coach should complete an Accident Report Form as soon as possible (within 24 hours) – make notes on the Session Plan in the interim • The Coach should retain a copy for their records and pass a copy on to the Club Safety & Welfare Officer (Julie Williams)
Major Injury:	<ul style="list-style-type: none"> • Upon discovery of a casualty STOP the session • Coach or other group member to call emergency services • Identify group location to emergency services • Send a group member to direct emergency services (access from Perrymount Road) • If spinal injury is suspected, do not move casualty • Anyone group member sent away from the site MUST return • Only administer First Aid if suitably qualified • Instruct all group members to move away from the casualty • If appropriate, nominate an Assistant Coach or other Club Member to manage the group • Pass emergency contact details to Emergency Services – coaches should have these for each session but are also available from Head Coach, Club Chair, Club Membership Secretary • After the emergency services have dealt with the situation The Coach should complete an Accident Report Form as soon as possible (within 24 hours) – make notes on the Session Plan in the interim • The Coach should retain a copy for their records and pass a copy on to the Club Safety & Welfare Officer (Julie Williams)

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



