

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:	Dolphin Leisure Centre		
EAP created by:	Jules Stuart-Colwill	Date Created:	27/01/2017
Venue Address: (Inc. Postcode/ Grid Reference)	THE DOLPHIN PASTURE HILL ROAD HAYWARDS HEATH WEST SUSSEX RH16 1LY		
Type(s) of Activity this EAP applies to:	Studio based club group spin sessions		
Who is ultimately responsible for Health & Safety during these sessions:	<input checked="" type="checkbox"/> Venue Staff <input type="checkbox"/> Coaching Staff <input type="checkbox"/> Other Comments:	Reception/Duty Manager is initial point of contact and first responder.	
How will venue staff be contacted in emergency:	Reception situated immediately outside of spin studio		
Location of Phone/Mobile Reception Tested:	Reception/mobile		
Location of the nearest first-aid qualified person:	Reception will be able to contact nearest first aider. I am also first aid trained.		
Location of first-aid equipment:	Reception		
Location of Defibrillator:	Reception		
Non-Managed Venues			
How to contact Emergency Services:	Reception/Duty Manager		
How will Emergency Services be directed to the scene of an incident:	Reception/Duty Manager		
Who else is available to help in case of issues:	Other venue staff		
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"> • Follow directions from venue staff • Instruct people not to run • Be prepared for the evacuation to be cancelled by main Supervisor • Take register to ensure that all participants are accounted for • Leave the building if and when instructed to do so • Keep participants together and remain with them to await further instruction • Readmittance can only be authorised but the Emergency Services first, and then the supervising staff member 		

Missing Person:	<ul style="list-style-type: none"> • Alert reception • Assist staff in search of premises • Contact participant's emergency contact. Coaches should have these for each session but are only available from Head Coach, Club Chair, and Club Membership Secretary
Minor Injury:	<ul style="list-style-type: none"> • Upon discovery of casualty contact reception • First aid will be administered by the venue first aider • Coach should consider the safety and welfare of the remaining participants and STOP the session if they are involved in treating the casualty • The Coach should be present if the first aider is of a different gender to the casualty • First Aider to report matters to venue HSE and Compliance Manager • The Coach should complete an accident report form as soon as possible (within 24 hours) – Make notes in the interim • The Coach should retain a copy for their records and pass a copy to the Club Safety & Welfare Officer (Jean Fish)
Major Injury:	<ul style="list-style-type: none"> • Upon discovery of casualty contact reception • STOP the session • Assist the relevant personnel where necessary • Ensure emergency services are called • A participant may be sent to seek additional help from other parts of the venue and/or summon emergency services • Anyone sent away MUST return • First Aider will take any appropriate First Aid action • Move the group away from the casualty • If necessary nominate another Club Member to manage the group • Pass emergency contact details to the Emergency Services - Coaches should have these for each session but are only available from Head Coach, Club Chair, and 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 in the interim • The Coach should complete an accident report form as soon as possible (within 24 hours) – Make notes in the interim

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