

## 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:	<b>ARDINGLY RESERVOIR</b>		
EAP created by:	<b>JEREMY PAINE</b>	Date Created:	<b>07.11.17</b>
Venue Address: (Inc. Postcode/ Grid Reference)	ARDINGLY ACTIVITY CENTRE, ARDINGLY RESERVOIR, ARDINGLY, WEST SUSSEX, RH17 6SQ. 01444 892549		
Type(s) of Activity this EAP applies to:	<b>OPEN WATER SWIMMING</b>		
Who is ultimately responsible for Health & Safety during these sessions:	<input type="checkbox"/> <b>Venue Staff</b> <input type="checkbox"/> Coaching Staff <input checked="" type="checkbox"/> Other	Comments:	<b>THESE ARE UNCOACHED TRAINING SESSIONS. SAFETY IS RESPONSIBILITY OF CLUB OFFICIALS ALONG WITH VENUE STAFF</b>
How will venue staff be contacted in emergency:	<b>ON SITE AND VIA RADIO</b>		
Location of Phone/Mobile Reception Tested:	<b>POOR MOBILE RECEPTION. LANDLINE IN OFFICE NEARBY</b>		
Location of the nearest first-aid qualified person:	<b>ALL VENUE STAFF ARE FIRST AID TRAINED. ALWAYS ONE PRESENT. MANY MEMBERS ARE ALSO MEDICALLY TRAINED</b>		
Location of first-aid equipment:	<b>ON ALL VENUE LAUNCHES</b>		
Location of Defibrillator:	<b>IN VENUE MANAGERS OFFICE</b>		
Non-Managed Venues			
How to contact Emergency Services:	<b>DIRECT VIA TELEPHONE/MOBILE OR VIA VENUE STAFF</b>		
How will Emergency Services be directed to the scene of an incident:	<b>BY PERSON MAKING CALL</b>		
Who else is available to help in case of issues:	<b>THERE IS ALWAYS A CLUB SAFETY TEAM PRESENT INCLUDING SPOTTER AND KAYAKER PLUS OTHER CLUB MEMBER SWIMMERS</b>		
<b>Managed Venues:</b> List the Actions that the COACH can undertake to ASSIST venue staff:			
<b>Non-Managed Venues:</b> List ALL the Actions that the COACH will undertake and Manage others to do if any of the following situations occurs:			
<b>Evacuation:</b>	<p>The two circumstances envisaged for evacuation are:</p> <p>From the water in the event of extreme weather (lightning). Spotter and Kayaker are in radio contact and having agreed swimmers need to evacuate the water. Whistles will be blown and Kayaker(s) will usher swimmers out of the water.</p> <p>The only building is a small single story hut containing an office, changing facilities and a small café. In the event of an evacuation from this building (fire) there are two main exits at either end. Follow the instructions of venue staff. All members will be ushered out to the evacuation point on the grass area.</p> <p>Using the sign in/out register check all swimmers are accounted for.</p>		

<p><b>Missing Person:</b></p>	<p>It is important that all swimmers are signed in to the water and signed out on exit. In the event that a swimmer goes missing having been signed in but not out of the water an assessment must be made to establish if they have left without signing out, whilst the kayaker(s) search the swim area. Enquiries to be made with other swimmers and if necessary ringing the phone of the 'missing' swimmer to establish their whereabouts.</p> <p>If the situation is not resolved swiftly then contact the missing person's ICE contact, venue staff and emergency services must be alerted.</p>
<p><b>Minor Injury:</b></p>	<p>If casualty out of the water and requires treatment refer to club member with first aid/medical background or if none available refer to venue staff, all of whom are first aid trained.</p> <p>If casualty is in the water other swimmers and kayaker to make an assessment and if necessary call the venue staff to the scene in the launch, to return the casualty to shore. If casualty cannot swim they should not be towed through the water.</p> <p>If treatment compromises safety of remaining swimmers due to spotter/kayaker becoming involved then session should be stopped.</p> <p>First Aid kits available on launches and in office.</p> <p>Casualty is not to be left alone until it is safe to do so.</p> <p>All incidents to be reported to Safety Team and entered in Accident Book</p>
<p><b>Major Injury:</b></p>	<p>If casualty is in the water other swimmers and kayaker must immediately go to their assistance and, having made an assessment, carry out basic life support. Via the radio contact the venue staff and ask for the launch to attend the scene to evacuate the casualty from the reservoir. Techniques to recover a casualty from the water are shown on the Club website practise drill video. Casualty should not be pulled through the water.</p> <p>Arrange for emergency services to be called and attend ensuring an accurate description of the location is given. If mobile phone reception is poor use landline in centre office.</p> <p>Evacuate all swimmers from the water using the whistle, the kayaker and other swimmers.</p> <p>First Aid is available via medically trained club members and venue staff who are all first aid trained. Defibrillator is located in the Activity Centre office.</p> <p>If casualty attends hospital someone to go with them</p> <p>Contact family member.</p> <p>Make a record of the incident and pass this to Julie Williams for entry in the Accident Book.</p> <p>Inform the Welfare Officer Jean Fish.</p>

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

