

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:	Ellesmere Port Sports Village		
EAP created by:	Shaun Jackson	Date Created:	6/4/21
Venue Address: (Inc. Postcode/ Grid Reference)	Stanney Lane, Ellesmere Port, CH65 9LB		
Type(s) of Activity this EAP applies to:	Track Running		
Who is ultimately responsible for Health & Safety during these sessions:	<input type="checkbox"/> Venue Staff <input type="checkbox"/> Coaching Staff <input type="checkbox"/> Other Comments:	EPSV are responsible for Health and Safety during booked sessions.	
How will venue staff be contacted in emergency:	Run to reception or 0151 541 7378		
Location of Phone/Mobile Reception Tested:	Works by running track		
Location of the nearest first-aid qualified person:	EPSV provide first aid support at reception		
Location of first-aid equipment:	Reception		
Location of Defibrillator:	Unknown if there is one on site.		
Non-Managed Venues			
How to contact Emergency Services:	N/A		
How will Emergency Services be directed to the scene of an incident:	N/A		
Who else is available to help in case of issues:	N/A		
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:	Activity is already outside, if the coach is asked to evacuate the attendees, they will help evacuate to the muster point in the car park.		

Missing Person:	No Action, it is attended by adults only and the attendees will always be in sight unless they go to the toilet or go home.
Minor Injury:	Coach will direct the attendee to the reception to receive treatment if any is necessary.
Major Injury:	Coach will arrange to call / run to the reception to get appropriate first aid help or call an ambulance directly.

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

Entry to Track

Reception

See travel times, traffic and nearby places



Exit from Track