

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:	Athletics Track Ellesmere Port Sports Village		
EAP created by:	Shaun Jackson Updated by Ina Morris	Date Created:	6/4/21 14/06/22 updated
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:	Venue Staff Coaches	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:	West Cheshire Athletics Rooms in small building by Track And Reception		
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:	<ul style="list-style-type: none"> • Shout "emergency/accident!" to gain awareness/ attention • Stop session • Check all athletes are counted for • Make sure everybody stays in place unless directed otherwise (guiding ambulance to facility, etc.) • Assign someone for injured person, if needed • Make sure no-one returns to changing rooms • Reassure and calm injured person and participants • If the coach is asked to evacuate the attendees, they will help evacuate to the muster point in the car park. •
Missing Person:	<ul style="list-style-type: none"> • Check register • Send someone to check if missing person went to the toilet or changing rooms • Try to contact missing person by phone (number should be on register) • Search venue
Minor Injury:	<ul style="list-style-type: none"> • Inform other coaches and participants and decide whether session can resume • First Aid only be given by qualified first aider (venue staff or participants if applicable) • Separate casualty from group but don't leave first aider and injured person in a possible compromising situation • Follow accident reporting procedure (accident forms and accident log book)

**Major
Injury:**

- Shout "emergency/accident to make other coaches and participants aware of situation
- Stop session
- Call emergency services (999 !!!) and give as many details as possible
- Nearest coach to reception needs to alert venue staff to get first aid kit and defibrillator which is at the wall in reception. If venue staff is not at reception take first aid kit and/ or defibrillator and bring to casualty.
- Taking control of other athletes and members of public
- Assign other coaches/ participants with first aid qualification to assist with casualty
- Ask if there is any medically trained person among the other participants or members of public that could assist
- Wait for ambulance to arrive, make sure everybody remains calm
- Assist emergency services and do a hand over and provide them with all known details of medical history, medication and emergency contacts which should be all on register sheet!
- When casualty is safely handed over to emergency services inform head coach and proceed with emergency reporting procedure

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

