

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:	Lime Wood Fields		
EAP created by:	Ina Morris	Date Created:	14/06/22
Venue Address: (Inc. Postcode/ Grid Reference)	Off Kingsway Chester CH2 2LL		
Type(s) of Activity this EAP applies to:	Club group running session		
Who is ultimately responsible for Health & Safety during these sessions:	Coaches Run Leaders		
How will venue staff be contacted in emergency:	n/a		
Location of Phone/Mobile Reception Tested:	yes		
Location of the nearest first-aid qualified person:	Coach, participant, member of public if applicable		
Location of first-aid equipment:	n/a		
Location of Defibrillator:	Kingsway & Residents Association 61 Kingsway CH2 2LJ		
Non-Managed Venues			
How to contact Emergency Services:	Mobile phones		
How will Emergency Services be directed to the scene of an incident:	Give correct address Send one of the participants to guide ambulance to casualty		
Who else is available to help in case of issues:	Members of public Other coaches participants		
<p>Managed Venues: List the Actions that the COACH can undertake to ASSIST venue staff:</p> <p>Non-Managed Venues: List ALL the Actions that the COACH will undertake and Manage others to do if any of the following situations occurs:</p>			

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• Reassure and calm injured person and participants
Missing Person:	<ul style="list-style-type: none">• Check register• Try to contact missing person by phone (number should be on register)• Search area
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 (coach, member of public 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
- Send someone to nearest defibrillator station (check via www.defibfinder.uk)
- 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):

