

Emergency Action Plan

CAUTION – This is an example EAP to highlight key points, and whilst it uses a real location, this document should not be used without Coaches first checking the venue and risks themselves in full.

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:	Open Road Setting (multiple potential start / end points)		
EAP created by:	Andrew Wilde	Date Created:	March 2021
Venue Address: (Inc. Postcode/ Grid Reference)	n.a. Open road setting.		
Type(s) of Activity this EAP applies to:	Coached Open Road Cycling for Junior Members		
Who is ultimately responsible for Health & Safety during these sessions:	<input type="checkbox"/> Venue Staff <input checked="" type="checkbox"/> Coaching Staff <input checked="" type="checkbox"/> Other qualified first aiders Comments:	At least one appropriately qualified first aider will be present on the ride. Although this is likely to be the coach, it may be a nominated alternative. Both the coach and first aider will have valid DBS checks.	
How will venue staff be contacted in emergency:	Both coach and any additional first aider to have the contact details of a parent of all junior riders, for each other and a nominated adult coordinator. The role of the coordinator is to provide support with communications in the event of a serious accident and so should be contactable throughout the duration of the session and should have access to parent contact details. Parents will be asked to be contactable throughout each session.		
Location of Phone/Mobile Reception Tested:	All coaches to have a fully charged mobile phone. A check of the phone reception throughout each risk assessed route to be performed before the first use of that route.		
Location of the nearest first-aid qualified person:	Coach and / or a nominated first aider		
Location of first-aid equipment:	Coaches to carry first aid kits with them		

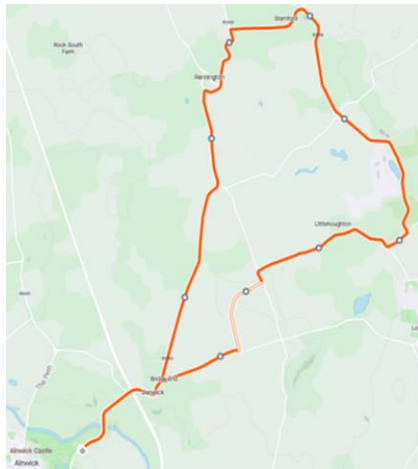
Location of Defibrillator:	Various including Willowburn Leisure Centre and the Cricket Club (in Alnwick) and the Village Hall in Embleton.
Non-Managed Venues	
How to contact Emergency Services:	Coach or nominated first aider to call 999
How will Emergency Services be directed to the scene of an incident:	On route: Coach to have access to what3words mobile phone app and also be knowledgeable of the full route and be able to explain location at any point
Who else is available to help in case of issues:	Most junior routes selected will follow quiet roads in Northumberland and as such the coach, any nominated first aider and the adult coordinator should be able to fully deal with all issues, supported by emergency services as required.
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:	Evacuation unlikely as outside at all times. If there is a need to move the group from a location, do so in orderly manner, may be best to dismount and walk bikes short distance to safer area.
Missing Person:	Every ride must be supported by an appropriately qualified coach plus at least one adult helper that has a valid DBS check and is physically able to join the ride. The route taken will be predefined and subject to a risk assessment and both the coach and adult helper should be familiar with it. The coach and adult helper should be at the front and rear of the group at all times. It is recommended that the group stays together at all times. The only exception to this should be if both adults are appropriately qualified coaches, both of which could lead a group of junior cyclists on an open road ride. Separation should be kept to a minimum. Using the above guidelines, no rider should become detached from the group. As a back-up, all riders are encouraged to have mobile phones to be able to contact an adult if required.
Mechanical breakdown	Bikes should be mechanically sound and checked before each ride, but in the event of a mechanical breakdown, the coach or other adult helper should have basic tools to attempt to mend the bike and allow the rider to complete the ride. If that is not possible then: <ul style="list-style-type: none"> • Contact parent / guardian of junior rider to arrange collection possible. If not possible, adult coordinator to be contacted to arrange an alternative pick up method. All involved adults to have valid DBS checks. At no point should a junior rider be left alone waiting for assistance to arrive, regardless of the situation. Providing an appropriately qualified coach can lead the rest of the group around the remaining part of the ride then the session can continue for other riders with one junior rider nominated as the last rider for the remainder of the ride. • Abandon ride, one coach / adult helper stays with affected rider, rest return to start with other coach / adult via the safest route possible, which is likely to involve either completing the planned route or backtracking. One junior rider to be nominated as last rider.

<p>Minor Injury:</p>	<p>Minor injuries, including crashes resulting in cuts and bruises. Coach or nominated first aider to treat as appropriate. Depending upon injury option to continue ride. If not possible/desirable, options include:</p> <ul style="list-style-type: none"> • Contact parent / guardian of junior rider to arrange collection possible. If not possible, adult coordinator to be contacted to arrange an alternative pick up method. All involved adults to have valid DBS checks. At no point should a junior rider be left alone waiting for assistance to arrive, regardless of the situation. Providing an appropriately qualified coach can lead the rest of the group around the remaining part of the ride then the session can continue for other riders with one junior rider nominated as the last rider for the remainder of the ride. • Abandon ride, one coach / adult helper stays with injured rider, rest return to start with other coach / adult via the safest route possible, which is likely to involve either completing the planned route or backtracking. One junior rider to be nominated as last rider.
<p>Major Injury:</p>	<p>Major injury, including crash, collisions, where head injury, broken bones occurred or anything leading to respiratory issues, health conditions, blacking out etc:</p> <ul style="list-style-type: none"> • Stop all sessions or ride. • One coach to manage traffic, and bike group, other coach to manage 1st aid to casualty. • Get all riders out of harm's way, i.e. off carriageway, bikes out of the way, consider delegating someone to look after all the bikes. • Ensure casualty is protected, especially in road, position people on foot, 50 metres in every road direction to slow traffic. • Coach to initiate 1st Aid to casualty, they may call on assistance from other members of group, e.g. to carry on with chest compressions. • As soon as environment is safe, second coach / adult helper can assist and make a call to emergency services, clearly stating issue, and comply with instruction. • Depending upon location may need to position rider in obvious location to assist ambulance service to find casualty. • Second coach or adult helper to phone parent and / or adult coordinator to provide an update on the situation • If sufficient adults are present and the remaining riders are happy to do so, coach or adult helper to guide the group back to the starting point of the rider. Otherwise, to wait at scene until emergency services arrive. <p>Once emergency services take over assist as best as possible.</p> <ul style="list-style-type: none"> • Consider if police report is required, and report as necessary. • If casualty taken away in ambulance, coaches to cancel session. • Check rest of group are okay (mentally and physically). Consider getting cars\vans to pick anyone up who has been upset by incident. Get someone to come and pick casualty bike up as well. Either take to casualty home, or coaches' home. • For anyone riding back as a group, ensure everyone in correct frame of mind and focussed on riding safely. • Complete club accident report and file to welfare officer. • Check on Casualty condition once all riders are home.

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

Diagrams in risk assessment section

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



Junior Route RA1 (see risk assessment)