

EMERGENCY ACCESS PLAN: BIKE _ Group rides

Purpose of document:
Protocol in the event of an emergency

Author: Last revision:
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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:	Group rides vary - see risk assessment		
EAP created by:	Kirk Wilde	Date Created:	21.06.2018
Venue Address: (Inc. Postcode/ Grid Reference)	Venue Varies _ REFER TO THE FACEBOOK POST Generally, from these options: Sywell Country Parks Washbrook Lane NN6 0QX Brixworth Country Park/ Pitsford Reservoir Northampton Road NN6 9DG Salcey Forest Quinton Road NN7 2HX		
Type(s) of Activity this EAP applies to:	Weekly group riding		
Who is ultimately responsible for Health & Safety during these sessions:	Participants are responsible for their own safety		
How will venue staff be contacted in emergency:	N/A in the event of emergency dial 999		
Location of Phone/Mobile Reception Tested:	On Coaches or Ride leads - all to carry mobile phones		
Location of the nearest first-aid qualified person:	None		
Location of first-aid equipment:	None		
Location of Defibrillator:	None		
Non-Managed Venues			
How to contact Emergency Services:	Mobile phone dial 999		
How will Emergency Services be directed to the scene of an	Assistant coach / other rider to send another rider to the nearest street point to wave ambulance,		

incident:	
Who else is available to help in case of issues:	999 emergency services
<p>Managed Venues: List the Actions that the COACH can undertake to ASSIST venue staff: (NOT RELEVANT FOR THIS ASSESSMENT)</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>	
Missing Person:	<p>Stop, wait, send x 2 competent riders back for a decided time and return to the group.</p> <ul style="list-style-type: none"> - try contact the person by mobile. - after session contact person to see if they made it home safely. If no response by the end of the day then inform the Club secretary
Minor Injury:	<p>Stop the session, ensure rider and others are safe.</p> <p>Administer first aid, If you have to help them, ask permission and be aware of personal handling sensitivities (venerable people/ impaired/ sex orientation/age / location of injury etc)</p> <p>Consider altering the route to get the casualty home soon as appropriate.</p> <p>Check the bike it still roadworthy if deciding to proceed and monitor the casualty.</p> <p>Post session: Report the incident after to the club secretary and follow up with text, call etc... to the casualty.</p> <p>Complete the Accident form and send to the head coach, club secretary and casualty.</p> <p>Review EAP and RA and update accordingly.</p>
Major Injury:	<p>Stop the session, move the person to a safe position as appropriate (they might not be able to be moved, if in doubt don't move them and create a safe surrounding) (try keep them warm, dry etc)</p> <p>Administer first aid, Ask another member to call the emergency services or arrange transport to nearest after hour care (as circumstance requires).</p> <p>At least two persons are to remain with the casualty until help arrives.</p> <p>Post session: Report the incident after to the club secretary and follow up with text, call etc... to the casualty.</p> <p>Complete the Accident form and send to the head coach, club secretary and casualty.</p> <p>Review EAP and RA and update accordingly.</p>
Mechanical failure	<ul style="list-style-type: none"> - Ensure that cyclist is in a safe location. - Note location. - Help to be summoned- Emergency contact or member of group to ride to base and come back and collect stranded rider. - At least one other rider should stay with the stranded party and they should have a phone. - Post ride, call or contact rider to ensure they arrived home safely.

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

VENUE AND ROUTES VARY, COACH OR SESSION PLANNER IS TO IDENTIFY ANY SPECIFIC ISSUE, EVENTS, HAZARD ON THE ROUTE PLANNED BT WEDNESDAY OF THE SATURDAY RIDE. THE SESSION DELIVERER / RIDE LEAD IS TO COMMUNICATE THESE AT THE BRIEFING.

