

EMERGENCY ACCESS PLAN: RUN _ Thursday run

Purpose of document:
Protocol in the event of an emergency

Author: Last revision:
Kirk Wilde 21 June 2018
Kirk Wilde 20 Jan 2020

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:	Abington Park		
EAP created by:	Kirk Wilde Stephen Dransfield	Date Created:	21.06.2018
Venue Address: (Inc. Postcode/ Grid Reference)	In Winter the venue varies – Please refer to the Facebook page. In Summer: Abington Park, Northampton, NN3 3HN Meeting point is 2nd Lamppost down from the corner of Park Ave Street and Abington Park Crescent		
Type(s) of Activity this EAP applies to:	Weekly Thursday run session		
Who is ultimately responsible for Health & Safety during these sessions:	Venue Staff <u>Coaching Staff</u> Other	Venues are unmanned public space / Parks etc	
How will venue staff be contacted in emergency:	N/A		
Location of Phone/Mobile Reception Tested:	Lead coach and assistant coach carries a mobile phone.		
Location of the nearest first-aid qualified person:	None present		
Location of first-aid equipment:	Lead coach or assistant coach vehicle		
Location of Defibrillator:	None		
Non-Managed Venues			
How to contact Emergency Services:	Mobile phone		
How will Emergency Services be directed to the scene of an incident:	Lead or Assistant coach / participant be sent to nearest street point to wave ambulance,		
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>	
<p>Evacuation:</p>	<p>In the event there is an incident, brief all runners to stop a safe distance away and wait for all runners to gather, move to a safe point away from the incident and reassess session.</p> <p>It is an open venue. If there is an issue where a part of the park becomes closed, participants are to meet back at the meeting point as a "call point"</p>
<p>Missing Person:</p>	<p>Ask the other members if they know where the person is, possibly slow down until all runners are together, if a person doesn't appear then either the lead coach or assistant coach and another person (always 2 people) should back track the loop to find the person, taking a mobile phone with.</p> <p>If the person doesn't appear, post session call their mobile phone or emergency contact number to see if they are ok.</p> <p>Venerable Adults / Impaired members / Children / juniors are NOT allowed to be out of sight, contact Police 999 and parents, guardian etc.</p>
<p>Minor Injury:</p>	<p>Stop the runner, ask them if they are ok and what the injury is (try keep them warm / dry)</p> <p>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>Suggest the person take it easy or stop the session as appropriate and they should seek further advice from GP etc...</p> <p>If the runner needs to stop the session, ask if they need aid back to the car, if they do ask someone to assist them back to the meeting point / cars and wait for the next runners to pass before joining the group again.</p> <p>Record the incident after and follow up with text, call etc...</p>
<p>Major Injury:</p>	<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>Ask another member to call the emergency services or arrange transport to nearest after hour care (as circumstance requires)</p> <p>Post session follow the club accident procedure and</p> <p>Follow up with a call / text etc..</p>

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

