

## EMERGENCY ACCESS PLAN: RUN \_ MoultonTrack

Purpose of document:  
Protocol in the event of an emergency

Author: Last revision:  
Kirk Wilde 21 June 2018

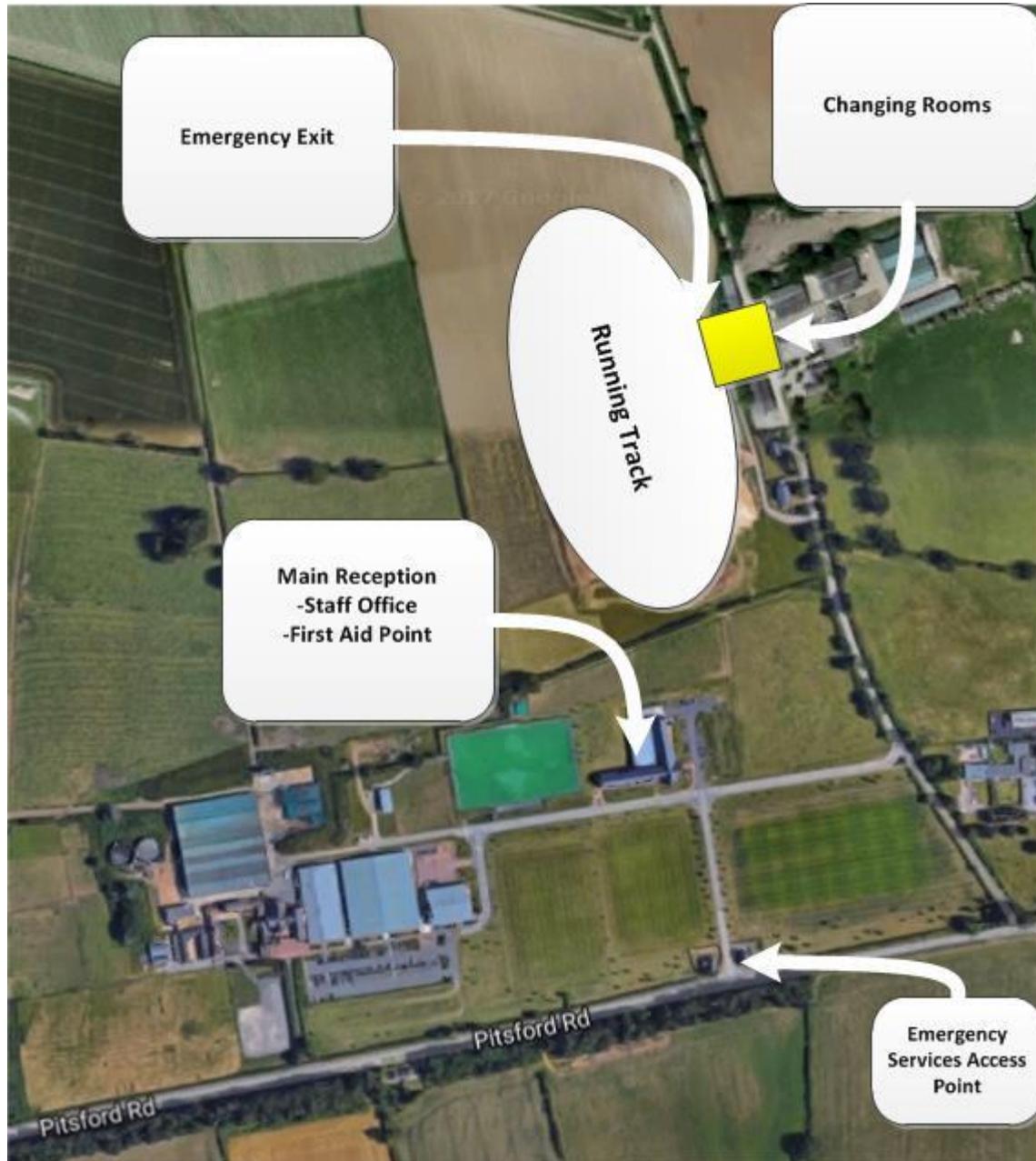
This document can be used for sessions held at managed venues or venues where there are no staff. Where the coach is ultimately responsible for health and safety there is greater onus on them to ensure that safety provision is adequate. EAP should be read in conjunction with the Risk Assessment.

Venue:	<b>Moulton Track</b>		
EAP created by:	<b>Kirk Wilde</b>	Date Reviewed:	<b>20.01.2020</b>
Venue Address: (Inc. Postcode/ Grid Reference)	Moulton college athletics track Pitsford road Moulton Northampton Nn4 7nn		
Type(s) of Activity this EAP applies to:	<b>Weekly Monday Track Run</b>		
Who is ultimately responsible for Health & Safety during these sessions:	<u>Venue Staff</u> Coaching Staff Other	<b>Venue staff at main reception during session</b>	
How will venue staff be contacted in emergency:	<b>Dial 0 to contact reception</b>		
Location of Phone/Mobile Reception Tested:	<b>Lead coach and assistant coach carry a mobile phone.</b>		
Location of the nearest first-aid qualified person:	<b>Contact venue staff</b>		
Location of first-aid equipment:	<b>Lead coach or assistant coach or venue staff</b>		
Location of Defibrillator:	<b>Reception</b>		
Non-Managed Venues			
How to contact Emergency Services:	<b>Mobile phone for 999 emergency services and dial 0 for venue staff</b>		
How will Emergency Services be directed to the scene of an incident:	<b>Coach to ask members to direct ambulance from car park and main entrance, check with venue management at time of incident</b>		
Who else is available to help in case of issues:	<b>999 emergency services / venue management</b>		

<p><b>Managed Venues:</b> List the Actions that the COACH can undertake to ASSIST venue staff:</p>	
<p><b>Non-Managed Venues:</b> List ALL the Actions that the COACH will undertake and Manage others to do if any of the following situations occurs:</p>	
<p><b>Evacuation:</b></p>	<p>If anyone suspects any reason to evacuate alert anyone in the building and activate the fire alarm.</p> <p>Ensure no one returns to the building to collect any belongings</p> <p>Lead coach to ensure everyone congregates in car park if exit is blocked meet in the infield</p> <p>Check all athletes\coaches are accounted via the sign in register</p> <p>If anyone missing notify emergency services</p> <p>Close but do not lock doors behind you</p> <p>Stay with athletes and await further instructions from the emergency services</p> <p>Do not re enter venue until instructed</p> <p>Other coaches to go out on road to direct emergency services to area</p>
<p><b>Missing Person:</b></p>	<p>Nominate coaches\other athletes to search venue.</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><b>Minor Injury:</b></p>	<p>Upon discovery of a minor injury let the other coaches know and consider if the athlete needs treatment and whether it will impact on the session, if appropriate hand the session over to another coach whilst the casualty is dealt with.</p> <p>First aid should only be given by a qualified first aider / Venue management.</p> <p>Coaches should remember to consider the safety of other athletes and should suspend the Session if they are distracted dealing with the casualty.</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>Coaches must follow the clubs accident reporting procedure: Record the incident after and follow up with text, call etc...</p>

<b>Major Injury:</b>	<p>Alert everyone with short blasts of whistle and stop session, athletes to congregate away from incident.</p> <p>Alert Venue management / emergency services as appropriate</p> <p>Nominate coaches to go out on to the road to direct the emergency services to the casualty</p> <p>Coach nearest the reception should fetch the first aid kit\ defibrillator immediately and bring it to the casualty (ONLY QUALIFIED FIRST AIDER TO USE THIS EQUIPMENT)</p> <p>Await arrival of emergency services, keep patient warm and offer assistance to venue management.</p> <p>Provide any known medication\medical history ,ice contact details available from the register membership card and the access to the athlete database</p> <p>Coaches must follow the clubs accident reporting procedure: Record the incident after and follow up with text, call etc...</p>
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Insert Diagram(s) of layout of venue with key safety elements marked (this page is intended to be shared between Risk Assessment and EAP):



END