

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:	Altrincham & District Athletics Club		
EAP created by:	Matthew Mollart	Date Created:	17.02.23
Venue Address: (Inc. Postcode/ Grid Reference)	227-229 Grove Lane Timperley Altrincham WA15 7UF		
Type(s) of Activity this EAP applies to:	Running Track Session		
Who is ultimately responsible for Health & Safety during these sessions:	<input checked="" type="checkbox"/> Venue Staff <input checked="" type="checkbox"/> Coaching Staff <input type="checkbox"/> Other	Comments:	There are venue staff at the track whilst it is in use, however they don't carry out the session
How will venue staff be contacted in emergency:	Via Mobile phone, reception is good throughout the coaching area		
Location of Phone/Mobile Reception Tested:	Via Mobile phone, reception is good throughout the coaching area		
Location of the nearest first-aid qualified person:	Other coaches at the track (other clubs) are first aid trained. If in doubt call 999 or 111		
Location of first-aid equipment:	Coach has a small first aid kit. Track chaining area/ office has a larger first aid kit should it be needed		
Location of Defibrillator:	Athletics club office		
Non-Managed Venues			
How to contact Emergency Services:	Via Mobile phone, reception is good throughout the coaching area		
How will Emergency Services be directed to the scene of an incident:	Should it be needed, the coach is to ask two club members to stand on the main road and direct emergency services to the track entrance, and then as required direct the emergency services to the location of the incident etc.		
Who else is available to help in case of issues:	There are other clubs using the track at the same time (Thursdays, 7-8pm), who are first aid trained. Club members		
Managed Venues: List the Actions that the COACH can undertake to ASSIST venue staff: 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:	<ul style="list-style-type: none"> • Direction should be taken from athletics track management staff • If direction is not forthcoming then <ul style="list-style-type: none"> ○ Ensure all athletes exit the changing room/ toilet as quickly and as safely as possible via the closest fire exit/ follow evacuation procedures/ signage of the centre and where appropriate activate fire alarms ○ Once exited the venue all caching staff and athletes should go to the nearest assembly point ○ Ensure no athlete returns to the venue, unless directed to by venue staff or emergency services ○ Take a register to ensure all athletes have been accounted for ○ Stay with athletes and await further guidance/ instruction from leisure centre staff
Missing Person:	<ul style="list-style-type: none"> • Alert venue staff as soon possible • Stop the session should it be necessary to undertake a search • If a junior session get another coach to stay with the other athletes while lead coach carries out a search of the area. If necessary closing the main access gate • Contact parent/ guardian/ spouse of athlete informing of incident
Minor Injury:	<ul style="list-style-type: none"> • Inform venue staff as soon possible • Consider the injury, location of the injury taking place and whether the session should be suspended. For example a injury in the changing rooms would mean there could be no coach present for a session to continue • If needed stop the session and where appropriate use other athletes to contact the centre staff, while you the coach, stays with the injured party • Contact the injured parties parent/ guardian as soon as possible if a junior athlete is involved • Ensure the incident/ injury is logged in the accident book of the venue and via the clubs accident reporting procedures. • Assess the injured party and the next stages, e.g. can they drive home • Assess the area of the incident once the injured party has been moved, is it safe to continue the track session. Could the incident reoccur owing to a problem with the track/ track conditions/ was it the athletes fault? (Dynamic Risk Assessment Required)

**Major
Injury:**

- Alert venue staff as soon possible
- Stop the session being coached and ensure all non-injured athletes exit the spin room as quickly and safely as possible and get them away from the injured party into a safe place
- Ensure Emergency Services have been called venue staff
- Provide first aid where qualified to do so and within qualification
- Access injured parties medical records via head coach/ club official
- Contact injured parties parents/ guardian/ spouse to inform them of the incident
- One emergency services have arrived and are in charge of the situation with the injured party, go and see other athletes that were at the session and see how they are, offer support where needed
- Contact Club Chairman/ Head Coach as soon as possible after the incident
- Ensure the incident/ injury is logged in the accident book of the athletics tarck centre and via the clubs accident reporting procedures.

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

