

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:	The Greenhous West Midlands Showground,		
EAP created by:	Eric Hanna	Date Created:	20 August 2022
Venue Address: (Inc. Postcode/ Grid Reference)	Berwick Road, Shrewsbury SY1 2PF		
Type(s) of Activity this EAP applies to:	SYTri Club River Swim		
Who is ultimately responsible for Health & Safety during these sessions:	<input type="checkbox"/> Venue Staff <input type="checkbox"/> Coaching Staff <input type="checkbox"/> Other	Comments:	Level 2 BTF coach
How will venue staff be contacted in emergency:	N/A		
Location of Phone/Mobile Reception Tested:	Registration area by car parking area river swim exit.		
Location of the nearest first-aid qualified person:	Coach		
Location of first-aid equipment:	Registration area by car parking area river swim exit.		
Location of Defibrillator:	As above		
Non-Managed Venues			
How to contact Emergency Services:	By mobile phone		
How will Emergency Services be directed to the scene of an incident:	By post code and directions, Showground entrance is via Gate 1 a club member will be asked to make their way to gate and direct ambulance in.		
Who else is available to help in case of issues:	Shore side Assistant and canoeist.		
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 :	<ol style="list-style-type: none"> 1. Evacuation is required if instructed if there is immediate danger/major injury in the swim area. 2. Direct people to clear the river and assemble by the nearest designated emergency exit using whistles and verbal instruction. See plan below. 3. From River exit assembly point is at car park area adjacent to main entrance. 4. Once at the assembly point take a register to ensure that all participants are accounted for. 5. Stay with participants 6. Issue blankets if these are available to children, elderly and disabled people and then those most in need. 7. Re-admission to the Lake will only be permitted upon on instruction from the coach subject to 8. 8. Assistant will re register all swimmers to account for those who may leave.
Minor Injury:	<p>Procedure should be:</p> <ol style="list-style-type: none"> 1. First aid should only be given by a qualified First Aider. 2. The first aider for the session is noted on the risk assessment (coach) 3. Coaches should remember to consider the safety of other participants and stop / suspend the session if they are distracted by dealing with the casualty. 4. The First Aider should treat the casualty in line with the guidance of their qualification 5. When treating a casualty don't leave yourself in a compromising position. E.g. male first aider alone with a female casualty or adult with a child. 6. The showground Duty Manager should be informed of any injuries so that relevant documentation can be completed. 7. Coaches should record the use of the first aid kit using a book contained within the first aid kit and consider the necessity of informing the College Duty Manager.
Major Injury:	<p>Actions required as above and in addition:-</p> <ol style="list-style-type: none"> 1. Stop / suspend the session. Designate the shore Assistant to manage the group and account for all swimmers using participant register. 2. If casualty has no signs of life send for Defibrillator, which is located Lakeside. 3. Ensure Emergency services are called. 4. First aid should only be given by a qualified First Aider within their first aid remit. 5. After emergency services dealt with situation ensure as soon as possible that the Showground Duty manager is aware of details of the incident.

