

Emergency Action Plan Open Road Bike

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:	Freedom Leisure Crowborough to Farningham Road Industrial Estate		
EAP created by:	Iain Watson	Date Created:	16th October 2022
Venue Address: (Inc. Postcode/ Grid Reference)	Start position: Freedom Leisure Crowborough, Eridge Rd, Crowborough TN6 2TN Activity Area: Farningham Road Industrial Estate use postcode TN6 2HD		
Type(s) of Activity this EAP applies to:	Group bike ride to Industrial Estate, bike skills session in estate.		
Who is ultimately responsible for Health & Safety during these sessions:	<input type="checkbox"/> Venue Staff <input checked="" type="checkbox"/> Coaching Staff <input type="checkbox"/> Other	Comments:	The bike ride is a group ride to a safe venue. This portion of the ride is not coached, but coaches will lead/navigate the ride to the business park. Where a coaching session will take place.
How will venue staff be contacted in emergency:	Coaches mobile numbers are available and distributed to all riders before ride.		
Location of Phone/Mobile Reception Tested:	Coaches have mobile phones, no black spots for signal. Industrial Estate has good mobile coverage and so does rest of route.		
Location of the nearest first-aid qualified person:	Both coaches have first aid training		
Location of first-aid equipment:	Coaches to carry first kits with them		
Location of Defibrillator:	Jarvis Brook Memorial Hall has one for emergency use. Jarvis Brook Memorial Hall, Crowborough Hill TN6 2EG		
Non-Managed Venues			
How to contact Emergency Services:	999 or 112		
How will Emergency Services be directed to the scene of an incident:	On route , know Street names on map, use OS Maps Locator App or What Three Words app, post code to call handler. At business park , direct rider to wait at end of Farningham Road near railway station, for Ambulance crew, this is only route in/out.		
Who else is available to help in case of issues:	Most of bike route is along residential or commercial areas, so plenty of people around. General public. Staff at Freedom Leisure at the start / finish may be able to help but no agreement in place.		

<p>Managed Venues: List the Actions that the COACH can undertake to ASSIST venue staff:</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>Evacuation unlikely as outside at all times. If there is a need to move the group from a location, do so in orderly manner, may be best to dismount and walk bikes short distance to safer area. Plenty of spaces available in the industrial estate to muster.</p>
<p>Missing Person:</p>	<p>Coaches have all rider's mobile numbers and vice versa. All riders are adults and within 3 miles of start of ride. If someone is lost from group, call rider. Depending upon position and likely issue, group can stay in fixed point with one coach (safely off road) while other coach retraces steps.</p> <p>If contact made with rider, agree if meeting up, or if they are abandoning ride and returning on own. As adults this is okay, though always best for riders to at least let coach know.</p> <p>Aim to have one coach at the lea of the group and the other sweeping / following up the rear of the group.</p>
<p>Minor Injury:</p>	<p>Minor injuries, including crashes resulting in cuts and bruises. Coach (with 1st aid) to treat as appropriate. Depending upon injury option to continue ride. If not possible/desirable, options include: Contact next of kin to ascertain if collection possible. Abandon ride, one coach stays with injured rider, rest return to start with other coach.</p> <p>If rider is happy, weather conditions favourable, and they have a sensible way to return home, they could be left to wait for help, provided the coaches are certain it is coming. Usually better for group to continue with one coach and one coach to remain until help arrives, so rider doesn't feel abandoned, especially important as this is a novice group for beginners and for several may be first group ride.</p>

<p>Major Injury:</p>	<p>Major injury, including crash, collisions, where head injury, broken bones occurred or anything leading to Respiratory issues, health conditions, blacking out etc:</p> <ul style="list-style-type: none"> • Stop all session or ride. • One coach to manage traffic, and bike group, other coach to manage 1st aid to casualty. • Get all riders out of harm's way, i.e. off carriage way, bikes out of the way, consider delegate someone to look after all the bikes. • Ensure casualty is protected, especially in road, position people on foot, 50 metres in every road direction to slow traffic. • Coach to initiate 1st Aid to casualty, they may call on assistance from other members of group, e.g. to carry on with chest compressions. • As soon as environment is safe, second coach can assist and make call to emergency services, clearly stating issue, and comply with instruction. • Depending upon location may need to position rider in obvious location to assist ambulance service at find casualty (especially at business park). <p>Once emergency services take over assist as best as possible.</p> <ul style="list-style-type: none"> • Consider if police report is required, and report as necessary. • If casualty taken away in ambulance, coaches to cancel session. • Check rest of group are okay (mentally and physically). Consider getting cars\vans to pick anyone up who has been upset by incident. Get someone to come and pick casualty bike up as well. Either take to casualty home, or coaches' home. • For anyone riding back as a group, ensure everyone in correct frame of mind and focussed on riding safely. • Inform next of kin, using Club online records accessible to coaches, or contact Club Secretary (Malcolm Clark - 07745454545) to get contact details. • Once home complete accident report. • Complete club accident report and file to Head Coach and welfare officer. • Check on Casualty condition once all riders are home.
-----------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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



