

Emergency Action Plan - Run

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 – Running Track		
EAP created by:	Iain Watson	Date Created:	16th October 2022
Venue Address: (Inc. Postcode/ Grid Reference)	Eridge Road, Crowborough, TN6 2TN		
Type(s) of Activity this EAP applies to:	Track and local area run sessions		
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:	This is a community use track facility on the grounds of the leisure centre
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 – reception checked.		
Location of the nearest first-aid qualified person:	Both coach and Leisure Centre staff have first aid training		
Location of first-aid equipment:	Coach to carry first kit with them and one available in the centre		
Location of Defibrillator:	GOLDSMITHS LEISURE CENTRE, ERIDGE ROAD, CROWBOROUGH, CROWBOROUGH, TN6 2TN		
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, post code to call handler. At Leisure Centre , direct runner to wait at Eridge Road entrance for Ambulance crew, this is only route in/out.		
Who else is available to help in case of issues:	General public. Staff at Freedom Leisure 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, there is a known muster pointer in the adjacent car park.</p>
<p>Missing Person:</p>	<p>Coaches have all runners mobile numbers and vice versa. All runners are adults and within a track or centre area no greater than half a mile radius. If someone is lost from group, call runner. 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 runner, agree if meeting up, or if they are abandoning run and returning on own. As adults this is okay, though always best for runners to at least let coach know.</p>
<p>Minor Injury:</p>	<p>Minor injuries, resulting in cuts and bruises. Coach (with 1st aid) to treat as appropriate. Depending upon injury option to continue run. If not possible/desirable, options include: Contact next of kin to ascertain if collection possible. Abandon run, one coach stays with injured runner, rest return to start with other coach. If runner 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 runner doesn't feel abandoned, especially important as this is a novice group for beginners and may be first group run.</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. • One coach to manage traffic, and bike group, other coach to manage 1st aid to casualty. • Get all runners out of harm's way, i.e. away from road / pavement area. • Ensure casualty is protected. • 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 runner in obvious location to assist ambulance service at find casualty. <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. • Inform next of kin, using Club online records accessible to coaches, or contact Club Chairman (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 runners are home.
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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):

