###### 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.

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| Venue: | | Walford College Lake | | | |
| EAP created by: | | Eric Hanna | | Date Created: | 23 April 2022 |
| Venue Address:  (Inc. Postcode/ Grid Reference) | | Walford Campus, Baschurch, Near Shrewsbury, SY4 2HL | | | |
| Type(s) of Activity this EAP applies to: | | SYTri Club Open Water Swim | | | |
| Who is ultimately responsible for Health & Safety during these sessions: | | Venue Staff  Coaching Staff  Other  Comments: | Level 2 (or above) BTF coach | | |
| How will venue staff be contacted in emergency: | | N/A | | | |
| Location of Phone/Mobile Reception Tested: | | Lakeside | | | |
| Location of the nearest first-aid qualified person: | | Coach | | | |
| Location of first-aid equipment: | | Lakeside | | | |
| Location of Defibrillator: | | Lakeside or College grounds | | | |
| 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 that lake is on Baschurch side of Walford College. A club member will be asked to go to layby immediately by farmers gate to direct emergency services vehicles. | | | |
| Who else is available to help in case of issues: | | Lakeside 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:** | 1. Evacuation is required if instructed if there is immediate danger/major injury in the swim area (this includes adverse weather conditions).  2.Direct people to clear the lake and assemble by the nearest designated emergency exit using whistles and verbal instruction. See plan below.  3. From Lake 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:** | Procedure should be:  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 Colleges 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:** | Actions required as above and in addition:-  1.Stop / suspend the session. Designate the Lakeside 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 or within College grounds.  3. Call Emergency services.  4. Direct Assistant to stand at farmers gate to guide Emergency Services onto site.  5. Coaches should remember to consider the safety of other participants and stop / suspend the session if they are distracted by dealing with the casualty.  6.The First Aider should treat the casualty in line with the guidance of their qualification  7.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.  8. The Colleges Duty Manager should be informed of any injuries so that relevant documentation can be completed.  9. 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.  10. After emergency services dealt with situation ensure as soon as possible that the College Duty manager is aware of details of the incident. | | | | |

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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):**  Macintosh SSD:Users:erichanna:Documents:Sytri Risk assessments 2019.:Club Sessions RAs:Walford College RAS :Walford Lake 2.jpg |