

Middleton Cheney Football Club 2025/2026 - Emergency Action Plan

Venue:	Chenderit School Playing Field, Archery Road, Middleton Cheney, OX17 2QR		
EAP created by:	Theresa Goss	Date Created:	30.09.25
Venue Address: (Inc. Postcode/ Grid Reference)	Chenderit School, Archery Road, Middleton Cheney, Banbury, OX17 2QR		
Type(s) of Activity this EAP applies to:	Home games at Chenderit School playing field		
Who is ultimately responsible for Health & Safety on match days	All qualified coaches for home and away teams. All coaches have a duty of care to their players.		
Location of Phone/Mobile Reception Tested:	All coaches have mobiles / all networks have good coverage.		
Location of the nearest first-aid qualified person:	All MCFC coaches have an emergency first aid qualification in date and every visiting team, should have one coach whose emergency aid is in date.		
Location of first-aid equipment:	All home and away coaches should have their own first aid kit available.		
Location of Defibrillator:	On the outside of the school building by the tennis courts, in a locked cabinet. Code can be obtained by calling 999. All home coaches are aware of the code to unlock the cabinet.		
Non-Managed Venues			
How to contact Emergency Services:	Mobile phones		
How will Emergency Services be directed to the scene of an incident:	Home team coaches		
Who else is available to help in case of issues:	Coaches, parents, adult club members.		
Managed Venue:			
Evacuation:	If anyone suspects fire/gas leak/structural failure or other reason to evacuate the site, alert all coaches and responsible adults. Coaches to ensure all own players evacuate and congregate in the car park on the Chenderit School playground. Coaches should check all their players are accounted for. If anyone missing, notify any emergency services present. Do not re-enter the playing field until instructed to do so by a coach or the Emergency Services.		

Missing Person:	For Junior members: Alert coaches and adult MCFC members. Search of premises with above members. Contact parents – call Police.
Minor Injury:	First aid should only be given by a qualified First Aider. The first aider will normally be the team coach. Coaches should remember to consider the safety of other participants and stop / suspend the session if they are distracted by dealing with the casualty. The First Aider should treat the casualty in line with the guidance of their qualification. When treating a casualty don't leave yourself in a compromising position. e.g. male first aider alone with a female casualty or adult alone with a child. Coaches should follow the Club accident reporting procedure including noting the incident on the session plan (if applicable) and completing an incident/accident report form. Forms are located in the café at Astrop Road.
Major Injury:	All cases of head injury should be treated as serious. Ensure emergency services are notified giving address at top of form. Coaches should obtain their first aid kit. If the patient is unresponsive, dial 999 immediately and obtain the defibrillator if directed to do so. The defibrillator is located on the outside of the school building by the tennis courts, in a locked cabinet. Coaches should only attend to the casualty in line with their first aid qualification, take control of all other players at the field and move them away from the player. Await arrival of emergency services, continuing to treat casualty, assist them and hand over when they have taken responsibility. Provide Emergency Services with details of any medication, known medical history and emergency contact details; these are available from applicable coach, and/or access to membership database.
Nearest Hospital	Horton General Hospital, Banbury, OX16 9AL. The hospital is on the A4260 Oxford Road at its junction with Hightown Road, about two thirds of a mile south of Banbury town centre and about 100 metres north of Sainsbury's store. It is signed at the junction with Hightown Road. Direction can be found at https://www.ouh.nhs.uk/hospitals/horton/find-us/default.aspx