

Middleton Cheney Football Club - 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:	Astrop Road Playing Fields, Middleton Cheney		
EAP created by:	Theresa Goss	Date Created:	2 August 2018
Venue Address: (Inc. Postcode/ Grid Reference)	Astrop Fields, Astrop Road, Middleton Cheney, Banbury, OX17 2PG		
Type(s) of Activity this EAP applies to:	FOOTBALL MATCHES AND TRAINING 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:	Coaching staff responsible	
How will venue staff be contacted in emergency:	Coach holds relevant telephone numbers		
Location of Phone/Mobile Reception Tested:	All Coaches have mobiles / all networks are ok for coverage		
Location of the nearest first-aid qualified person:	Coach		
Location of first-aid equipment:	Middle door facing field, Social Club		
Location of Defibrillator:	Middle door facing field, Social Club		
Non-Managed Venues			
How to contact Emergency Services:	Mobile phones		
How will Emergency Services be directed to the scene of an incident:	One club member to direct services from main road entrance. See map.		
Who else is available to help in case of issues:	Coaches, parents (usually – not always), adult club members.		
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:	<p>If anyone suspects fire/gas leak/structural failure or other reason to evacuate alert all players and coaches with a sharp long whistle.</p> <p>Ensure that no-one returns to the changing rooms to collect their belongings.</p> <p>Coaches to ensure all own players evacuate and congregate in the main car park or remain on the field.</p> <p>Check all athletes accounted for.</p> <p>If anyone missing, notify any emergency services present.</p> <p>Do not re-enter the venue until instructed to do so by venue staff or Emergency Services.</p>
Missing Person:	<p>For Junior members –</p> <p>Alert coaches and adult MCFC members also using fields.</p> <p>Search of premises with above members.</p> <p>Contact parents – call Police.</p>
Minor Injury:	<p>Upon discovery of a casualty with minor injuries let the other coaches know and consider whether the casualty needs treatment and if the treatment will impact on management of coached group. If appropriate, consider handing responsibility of group to another coach temporarily while casualty is dealt with.</p> <p>First aid should only be given by a qualified First Aider.</p> <p>The first aider for the session will normally be the coach.</p> <p>Coaches should remember to consider the safety of other participants and stop / suspend the session if they are distracted by dealing with the casualty</p> <p>The First Aider should treat the casualty in line with the guidance of their qualification.</p> <p>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.</p> <p>Coaches should follow the CLUB accident reporting online procedure including noting the incident on the session plan (if applicable) and completing an incident / accident report form.</p>

Major Injury:	<p>(All cases of head injury should be treated as serious.)</p> <p>Make all coaches aware by shouting "Coaches - Emergency"</p> <p>All coaches stop session immediately.</p> <p>Ensure emergency services are notified giving address at top of form.</p> <p>Coach (A) nearest the reception should go and get First Aid kit and Defibrillator immediately from middle door Social Club, and bring back to casualty. Defibrillator is on the wall on the right inside the middle doors of the Pavilion, see diagram below.</p> <p>Remaining coaches should (B) attend to the casualty in line with their first aid qualification, (C) take control of all other players at the field and move them away from the player.</p> <p>For adult sessions it may be possible to delegate responsibility of managing the group to a committee or senior player of the club, so they can assist other coaches. It may be possible that there are medically trained individuals at the session who can provide assistance, ask if there are, but don't rely upon it.</p> <p>Await arrival of emergency services, continuing to treat casualty, assist them and hand over when they have taken responsibility.</p> <p>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.</p>
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Diagram of layout of venue with key safety elements marked:

Astrop Playing Fields – Middleton Cheney

