

## Emergency Action Plan THE SWAN PUB, HAMPTON WICK

**One EAP must be completed for each venue.** If any EAP details change, a new EAP form must be completed with the new details immediately.

Address:	The Swan pub 22 High Street Hampton Wick Kingston Upon Thames	Location of first-aid equipment:	Where?
		Stocked and maintained	Yes
Postcode:	KT1 4DB	Location of first aider:	Where?
Venue contact:		Location of the nearest telephone:	Behind the bar
General notes:	Blank copies of the Accident Reporting form are kept behind the bar near to the till (see bottom of page 2)	Mobile Phone Reception Quality:	Good
		Venue Phone number:	020 8977 2644
Action to take in case of an emergency:			
Evacuation Required:			
<ul style="list-style-type: none"> <li>▪ Leave by the nearest available exits and gather outside on the opposite side of the road near to the cycle racks.</li> <li>▪ Coaches should follow the club accident reporting procedure including noting the incident on the session plan review and completing an incident / accident report form</li> </ul>			
Fire discovered:			
<ul style="list-style-type: none"> <li>▪ Fire exits are located</li> <li>▪ Emergency break glass located at many locations throughout the pub</li> <li>▪ Only attempt to extinguish the fire with nearest extinguisher if you know how to use it and doing so will not put yourself at unnecessary risk</li> <li>▪ If evacuation is required follow the steps above for 'evacuation'</li> <li>▪ As soon as it is safe to do so, explain to the coach/member of staff what happened, who will then be able to update the venue manager/emergency services</li> <li>▪ Coaches should follow the club accident reporting procedure including noting the incident on the session plan review and completing an incident / accident reporting form</li> </ul>			
Major injury in the centre:			
<ul style="list-style-type: none"> <li>• Upon discovery of a casualty with major injuries follow the steps below for minor injury remembering to treat the casualty in line with the guidance of your qualification</li> <li>• If appropriate consider stopping the session and avoid crowding of casualty. Use other coaches to manage athletes. If necessary follow the steps for 'evacuation' noted above</li> <li>• Advise venue to call 999 for the emergency services at the earliest opportunity, or if necessary call emergency services.</li> <li>• All cases of head injury should be treated as serious. Delayed concussion is a real possibility.</li> <li>• Recognised First Aider to provide First aid in-line with qualifications until Emergency services arrive and take over.</li> <li>• Coaches should follow the club accident reporting procedure including noting the incident on the session plan and completing an incident / accident report form.</li> </ul>			
Major injury while outside on the streets running:			
<ul style="list-style-type: none"> <li>• Upon discovery of a casualty with major injuries while out on a run:-</li> <li>• First aid should only be given by a qualified First Aider.</li> <li>• First Aiders to be identified by a yellow First Aid Arm band.</li> <li>• Run leaders to carry a mobile phone and will call:-</li> <li>• 1) Emergency services – 999</li> <li>• 2) Ask one of the runners to confirm the name of the road where accident has occurred to be able to direct Emergency services to this location</li> <li>• 3) Call The Swan pub – to advise other groups of incident and what time the rest of the group might arrive.</li> <li>• Keeping casualty warm? <b>How? Donate clothing worn by other runners?</b></li> <li>• Directions to run leaders regarding First Aid (Kevin Best)</li> <li>• <b>Run leader to direct other runners, either to return to The Swan pub, or to remain as appropriate</b></li> </ul>			

#### Minor injury:

- Upon discovery of a casualty with minor injuries let the coach and/or venue manager know immediately.
- First aid should only be given by a qualified First Aider.
- First Aiders to be identified by a yellow First Aid Arm band.
- The first aider for the session is noted on the risk assessment but will normally be the coach and/or the venue manager.
- Coaches should remember to consider the safety of other participants and stop / suspend the session if they are distracted by dealing with the casualty, unless there are sufficient coaches to continue.
- The First Aider should treat the casualty in line with the guidance of their qualification
- The venue manager should be informed of any minor injuries so that relevant documentation can be completed.
- Coaches should follow the club accident reporting procedure including noting the incident on the session plan and completing an incident / accident report form.

#### Procedure for Documenting and Reporting of Incidents:

- Ensure all Accident/Incident reporting forms are completed for venue
- Ensure all Accident/Incident reporting forms are completed for Stragglers
- Coach to complete RIDDOR forms if required
- All forms can be found on the Stragglers Website. [www.stragglers.org](http://www.stragglers.org)
- Ensure Running Co-ordinators are advised of accident/incident
- Running co-ordinator to advise Stragglers Committee of major incidents/evacuations within one week of their occurrence and to ensure records of ALL accidents/incidents are sent to committee at least quarterly. Information on how on the Accident form.

#### **Accessing information:**

Run leaders should be given a copy of this document and it should also be stored on the Stragglers Website with paper copies kept behind the bar at the Swan pub, near to the till. Completed forms should be scanned in and sent to [committee@stragglers.org](mailto:committee@stragglers.org)