



EMERGENCY ACTION PLAN

Backworth Hall
NE27 0AH

EMERGENCY ACTION PLAN

Circulation: All coaches, qualified First Aiders and Club website

Bowmen of Backworth has a responsibility and duty of care to ensure a safe environment is available to those in its care, spectators as well as archers. This includes having a clearly documented plan that outlines the actions and processes that need to be fulfilled in an emergency during club sessions, tournaments and public events.

1. The responsibility for the action plan; its creation, implementation and periodic review shall be that of the club Emergency Planning Team.
2. The Welfare Officer will be the lead person for the team which will be comprised also of the club Chairperson and/or Secretary, all members of the coaching team and any other volunteer club members with experience/qualification in first aid.
3. Working with the club's risk assessment document, the emergency planning team will
 - Document a plan that outlines the actions and processes that need to be fulfilled should an emergency arise during a club event.
 - Ensure a system is in place for ensuring First Aid training and refresher training is up to date and maintain a record of qualifications and expiry date to ensure timely revalidation.
4. In the event of an emergency, all members of the Emergency Planning Team present will take responsibility as part of the action plan.

Actions to be undertaken regularly throughout a season

It will be the responsibility of the lead person of the Emergency Planning Team to check

- The contents of the First Aid kit are all present, in date, and in good condition and the kit is placed in a conspicuous location.
- A kit inventory list is kept up to date in the first aid kit, to track equipment usage.
- Appropriate PPE is kept in the first aid kit
- The Accident Report Book is available next to the First Aid kit.
- A First Aid manual is available next to the First Aid kit.
- Details of emergency contact numbers given on the membership registration form are readily available. *(see Note 1)*
- Where appropriate, details of any medical conditions notified by a member are readily available. *(see Note 1)*
- A copy of this emergency action plan is in the First Aid kit.

Location of First Aid equipment including AED

- The First Aid kit is located on the shelf unit to the right and on the rear wall in the large container at the top of the field.
- An Automatic Emergency Defibrillator (AED) is located on the outside wall around the right-hand corner facing the entrance to the hall.

In the event of an incident.

All members of the Emergency Planning Team who are present when an incident occurs must attend the incident and assume a role. Where a qualified First Aider is present, they will assume the lead role

Lead Person - attend to the casualty

Assistant(s) - stop all activity and clear a safe area around the casualty. Move onlookers away.
- send one person to bring the First Aid kit.
- send another person **with a mobile phone** to bring the Automated Emergency Defibrillator (AED) located outside of the main Hall (around rhs corner when facing the main entrance).
- act as a chaperone to the lead person when the casualty is a child or vulnerable adult.
- be responsible for contacting the Emergency Services (if appropriate).
- be responsible for informing the Emergency Contact person of the incident.

Attending to the Casualty

If the casualty is a child or vulnerable adult, the lead person attending the casualty should be accompanied by an Assistant to act as a chaperone at all times.

Follow the DRSCABC Protocol for assessing an incident and casualty in a safe manner.

Danger Assess the scene for danger. Is there anything that poses a risk to the casualty or anyone attending the scene. Do not approach the scene until it is safe to do so. Always gain consent to treat a casualty as they have the right to refuse treatment. Ensure the correct PPE is worn.

Response Attempt to obtain a response from the casualty. Start by talking loud and clear, eg. "can you open your eyes if you can hear me?" or "Can you tell me your name?" If no response is received attempt a light shake of the shoulders to try to get a response.

Shout for help Obtain help from the Emergency team and, if appropriate, the emergency services.

Catastrophic Bleeding Assess the casualty to ensure they are not bleeding catastrophically. Make a visual check to see if any heavy bleeding is visible. Then, wearing gloves, check behind the head and check your gloves for blood. Then behind the shoulders, chest, abdomen, hips, and each leg, checking for blood in between each site.

Airway Check that the airway is clear and safe. Tilt the head back and lift the chin to open the airway. Open the mouth and check for any obstructions to the airway. If an obstruction is present, remove it by sweeping left and right with a gloved finger. Do not place your finger between the casualty's teeth as there is a biting risk.

Breathing Check that the casualty is breathing. Perform a look listen and feel check by looking for the rise and fall of the chest. Listening to the breathing, and feeling the rise and fall of the chest. Normal respiratory rate is 12 to 16 breaths per minute.

Circulation Check for a pulse if qualified. Or check for visual indicators such as cyanosis (blue colour of the earlobes, lips, and fingertips)

Perform a secondary survey (SSAMPLE survey) if it is appropriate to do so, this is a fact-finding exercise to give information for the accident report, as well as the hand over to the emergency services.

Signs	Signs are what you can see. Look for signs of injury or illness and take note of any details.
Symptoms	Symptoms are what the casualty feels. If they are conscious, ask them about what they are feeling. If unconscious, symptoms can not be confirmed.
Allergies	Are they allergic to anything such as any food or medications.
Medication	Are they taking any medications. Some medications react badly with other medications or treatments. It is important to let the ambulance crew know if the patient has taken anything.
Previous	Is there any previous medical history that is relevant to the current event. Has this occurred before?
Last meal	Have they eaten recently, if so, what have they eaten.
Event	Event information. Give a detailed account of exactly what happened including any witnesses and their statements.

With any incident at the club you must always act in accordance with the principles of first aid.

These are:

- Preserve life
- Prevent deterioration
- Promote recovery

You must also act in accordance with the following rules

Rule 1: Only treat if you are willing and qualified to do so

Rule 2: Only treat in the manner in which you have been trained

Rule 3: Act in the best interest of the casualty

Reporting the incident

Report details of the incident to the ambulance crew and complete the patient handover.

Complete the accident form using the SSAMPLE structure above.

It is essential that you notify the club's insurance broker, Howden, of any accident or incident that may give rise to a subsequent claim.

That being the case, please complete an Incident Notification Form (see below) and return it to Archery GB to be passed to Howden as soon as possible.

If you are not sure what should be reported please see the attached Incident Notification Guidelines, which provide further information.

Re-stock the first aid kit as necessary.

Contacting the Emergency Services

Emergency Telephone Numbers: **999 or 112 for life-threatening situations.**

These can include loss of consciousness, acute confused state, fits that are not stopping, persistent, severe chest pain, breathing difficulties, severe bleeding that cannot be stopped, severe allergic reactions, and severe burns or scalds.

111 is a non-emergency number – it should only be used when you need immediate medical advice and guidance, however it is **NOT a life-threatening** situation.

If you call an ambulance

- Give the location of the Incident Backworth Hall
Station Road
Backworth
NE27 0AH
- Send someone out to the road to direct the ambulance through to the archery car park.
- In the event that the ambulance wants access to the field, this should be made from the bottom of the field but first
 - check the ground conditions so the ambulance can get off the field
 - send someone to take down the safety rope

Nearest Hospitals Northumbria Specialist Emergency Care Hospital
Northumbria Way, Cramlington NE23 6NZ
Tel: 0344 811 8111
4.5 miles, 10min (see below for directions)

North Tyneside General Hospital
(Please note this is a walk-in centre and NOT an A&E department)
Rake Lane, North Shields, NE29 8NH
Tel: 0344 811 8111
3.1 miles, 8 min (see below for directions)

Nearest Walk-In Shiremoor Centre
Centre Earsdon Road, Shiremoor NE27 0HJ
Tel: 0191 297 9000
1.6 miles, 4min (see below for directions)

NOTES

1. A register of Emergency Contact Details should be maintained for all club members. Whilst confidentiality must be maintained, the register should be readily available at each event. It should include details of any medical conditions notified by the member to the club. Participation in archery should not be allowed if the archer's medication is not immediately available to them.
A First Aid Consent Form should be completed to indicate that a parent, guardian or next of kin has given consent for the first aider to assist with the administration of self-medication.

This is particularly important where a child is too young or is unable to self-manage their medication.

2. You need to ask a person's permission before giving emergency care **because they have the right to say "No"**. If a person is conscious and capable of making the decision themselves, it is their decision to make. As most first aid treatment does involve touching the victim, it is very important to gain their permission, **so as to avoid causing offense or distress**. In most jurisdictions, it may be considered battery if a first aider touches the victim without permission.

Introduce yourself, tell them you are a first aider and ask if you can help them, if they say yes, then you obviously have their consent.

3. What should you do if the person does not give consent?

Is the casualty aware of the seriousness of their injury or condition?

Even with serious injuries they may not want you to treat them but they might want someone else.

If they refuse consent, **call 999 / 112 and wait for emergency medical services to arrive.**

4. What if they are unconscious?

The law assumes that an unconscious patient would consent to emergency care if the patient were conscious and able to consent. This is a "reasonable man" standard; that is the law assumes that reasonable person would want medical care in an emergency.

If a casualty is unconscious and therefore unable to consent – or indeed they had refused consent and then became unconscious – **you are permitted to undertake treatment that is only required for the purpose of saving life. You are not permitted to undertake non-life threatening treatment, such as treating minor injuries.**

Intoxicated, developmentally disabled, confused, or underaged casualties unaccompanied by an adult are considered unable to consent to treatment. However, if the first aider is acting in the best interest of the casualty the Good Samaritan laws will cover them using appropriate treatment. Always ensure you have a witness to everything you do in case there is a need to defend your actions.



Standard Incident
Notification Form_H



AGB Incident
Reporting Guideline

Accessing the Automated Emergency Defibrillator (AED)

The nearest AED is located on the outside of the main Hall around the right-hand side of the building when facing the main entrance.

You will require a mobile phone to contact the emergency services.



To open in an emergency

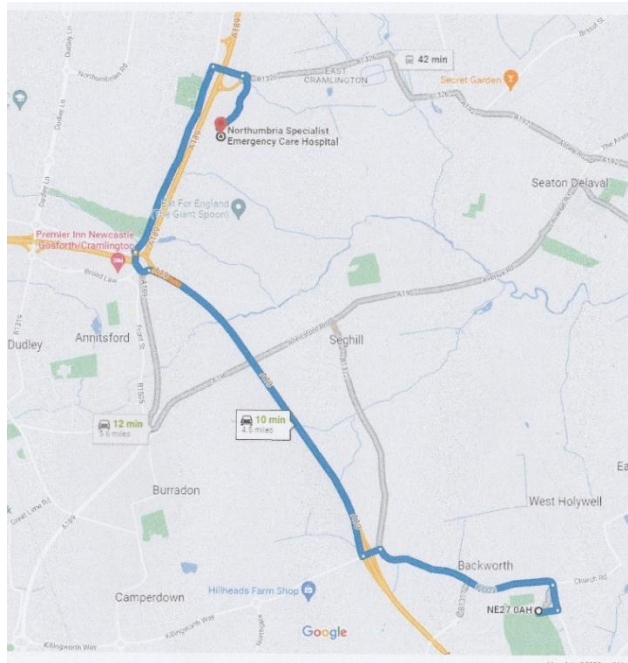
Call 999 or 112

Tell the call operator you are at location: **Backworth Hall NE27 0AH**

You will be given an unlock code

Stay on the line for further instructions.

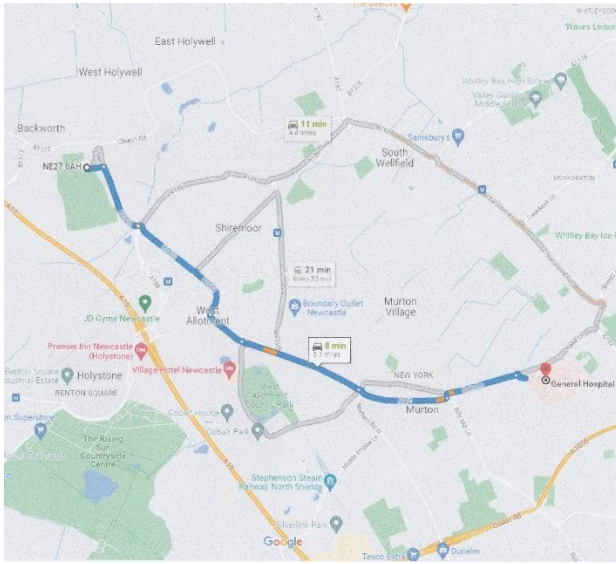
**Backworth Hall to
Northumbria Specialist Emergency Care Hospital**
Northumbria Way, Cramlington NE23 6NZ
Tel: 0344 811 8111
4.5 miles, 10min



Directions

Leave the grounds turning left onto Station Road B1322
(0.2m) Turn left at the mini roundabout and continue on the B1322
(1.1m) Turn left onto Killingworth Way A1056, then immediately turn right to join the A19 heading north.
(2.9m) At the roundabout take the 4th exit then turn immediately right on the B1505.
(4m) At the traffic lights turn right on the B1326 (4.2m) At the roundabout take the 3rd exit onto Northumbria Way.
Go through the roundabout. The main entrance is straight ahead.
Car park to the right.

**Backworth Hall to
North Tyneside General Hospital**
Rake Lane, North Shields, NE29 8NH
Tel: 0344 811 8111
3.1 miles, 8 min



Directions

Leave the grounds turning right on the B1322.

(0.5m) At the roundabout continue straight ahead (2nd exit) and follow the B1322.

(0.9m) Continue straight ahead at the mini roundabout.

(1.2m) At the next roundabout turn left on the A191.

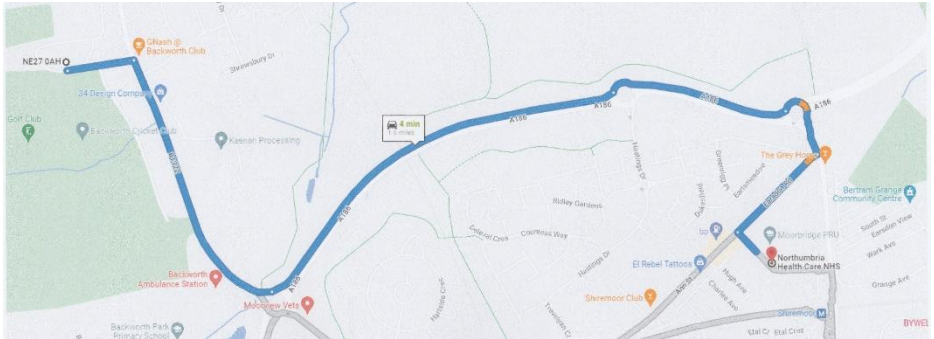
(1.4m) At the roundabout continue straight ahead (1st exit).

(1.6m) Continue straight ahead at the traffic lights and at the next roundabout (2.1m) take the 2nd exit following the A191.

(2.6m) Take the 2nd exit at the roundabout following the A191.

(3m) Turn right (2nd exit) at the roundabout to enter the hospital. Continue straight ahead. Main entrance is ahead on the right after the car parks.

1.6 miles, 4min



Entrance to the centre is ahead (1.6m) on the left.