

ACCIDENT & EMERGENCY ACTION PLAN

BISHOPS STORTFORD CANOE CLUB

Approved: Dave Cayford (Safety Officer)

Date: 18 July 2017

If calling Emergency Services, the address of the Clubhouse is:

Southmill Lock, Styleman's Lane, Bishops Stortford CM22 7QJ

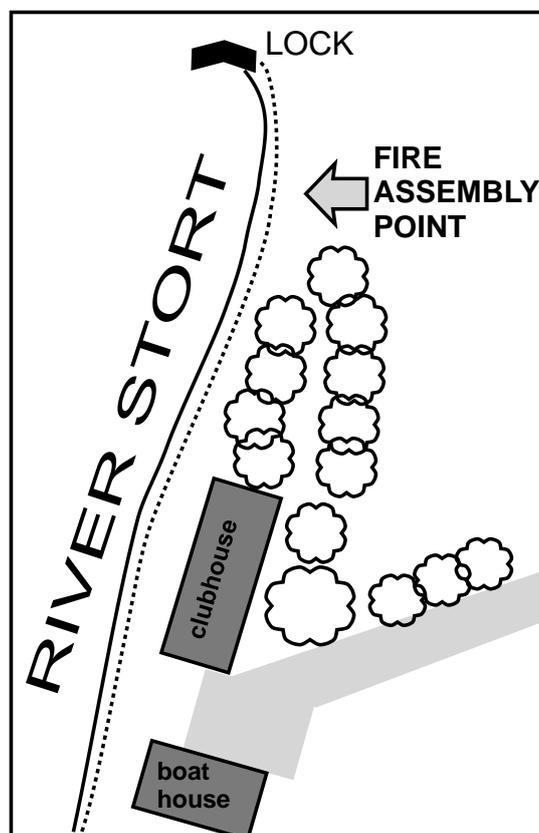
Styleman's Lane is west off Hallingbury Road (A1060). Map Reference of the junction is TL496,201

1. FIRE

On discovering a fire:

1. Raise the alarm
2. Evacuate the building.
3. Summon the fire service by dialling 112 from a mobile phone (includes GPS location – or 999) and send runner with keys to the top of Styleman's Lane to ensure all gates are open and to guide crew in
4. A competent person to fight the fire with the on-site extinguishing equipment if it is no larger than a waste paper bin.
5. A responsible person may remain nearby (but clear of the structure and overhead power lines) to brief emergency services and advise of any "persons reported."

All other members and guests should congregate at the designated assembly point in the field next to South Mill Lock (see diagram). The members' register (or competition entry register in the event of a competition event) can be used as a guide to those present, remembering that non-padding family members will also be present and that some paddlers may be away from the clubhouse when an incident occurs.



2. DROWNING / INJURIES / ILLNESSES

- Persons present with first aid training will render assistance, utilising the contents of the first aid box and defibrillator in the clubhouse as required.
- If required, paramedics to be summoned by dialling 112 from a mobile phone (includes GPS location – or 999)
- If a third person is available, they will be sent as a runner with keys to the top of Styleman's Lane to ensure all gates are open and to guide crew in

3. ENTRAPMENT

- Those present to render assistance.
- The emergency services to be summoned as required (as described above)

4. MISSING COMPETITOR

If a competitor should be suspected to be lost in the course of a competition (e.g. recorded as started but not finished, or reported to have been seen in difficulties)

1. Clearly establish the paddler's name and race number
2. Contact the Team Leader:
 - a. Has the paddler been seen since getting off the water? (retirement? missed finish?)
 - b. Did the paddler definitely start?
 - c. Does the paddlers have any health issues or other cause for concern (e.g. young age/inexperience)?
 - d. Team Leader to ask around amongst the paddlers for more information
 - e. Team Leader to establish a description of the paddlers' boat/clothing
3. Race Organiser to contact the offsite marshals which the paddler should have passed
 - a. Have they sighted the paddler?
 - b. ask them to look out for the paddler and notify any sighting immediately to the Race Organiser
 - c. instruct marshals to remain at station until paddlers' whereabouts are resolved

If the paddler still appears to be missing

4. Call the emergency services
5. Make a general appeal for further information from other competitors

5. REPORTING OF INCIDENTS

After the emergency has been dealt with it will be necessary for the Secretary to report it on behalf of the Club to British Canoeing and their insurers. Depending on the nature of the incident and where it occurred it may also be necessary to report it to Canal River Trust.

Please pass on any information you have about the incident to the Secretary or another Committee Member. The procedure is covered in detail in the Club Safety Policy.