



# NEW FOREST KAYAK AND CANOE CLUB

## Emergency action plan

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| <i>Reviewed 24<sup>th</sup> April 2023 by:</i> | Committee<br>Present: Justin Davis, Robert Salmon, Annie Hallam, Ya Huang, Duncan Gray, Mark Shakespeare Vicky Burden   |
| <i>Reviewed 28<sup>th</sup> march by:</i>      | Committee Justin Davis, Jane Chapman, Annie Hallam, Richard Payne, Jane Chapman, Rachel Hughes, Duncan Gray, Robert Wright  |
| <i>Reviewed 4th Jun 25 by:</i>                 | Committee Annie Hallam, Carolyn Thomson-Easter, Craig McCullough, Duncan Gray, James Neill, Jane Chapman, Jeremy Mortimer, John Taylor, Mark Shakespeare, Rachel Huges, Richard Shelly, Robert Wright & Ya Huang. |
| <i>Next Review due:</i>                        | Jun 2026  |

## **Emergency action plan**

The Club holds an emergency contact number for all members and the contact details of a parent or guardian for all junior members. This can be accessed by any committee member via membermojo.

### **In an emergency:**

- The trip leader or their deputy will take control of the situation, and where necessary use others to help. If the trip leader is unable to take charge, the group will decide who is an appropriate participant to act as leader.
  
- o Stay calm. Act swiftly and observe the situation.
- o Is there danger of further injuries? How can they be mitigated?
- o Listen to what the injured person is saying.
- o If required first aid will be administered to the casualty(s) first ensuring that the rest of the group is in a safe environment.
- o In the event of an injury requiring specialist treatment, call the emergency services.
- o Deal with the rest of the group and ensure that they are adequately supervised.
- o Do not move someone with major injuries. Wait for the emergency medics.
- o Contact the injured person's emergency number if necessary.
- o Complete an incident/accident report form.
  
- Important: if any club member witnesses a 'near miss' which is an incident that could have resulted in an injury or serious accident it is very important to record it (anonymously if you wish) in the 'Near Miss' book. This will enable us to learn and take the appropriate corrective action before an accident happens
- As soon as is practical and if necessary the session will be stopped and everyone evacuated to shore.

### **Major Accident/Injury/Fatality**

- In the first instance applying appropriate first aid and calling the emergency services shall

take absolute priority.

- Members at the scene of the incident shall co-operate with the emergency services but shall not comment or give interviews or statements to the media.

### **Near Drowning**

- Any near drowning or instances where water has been inhaled MUST be referred for medical attention.

### **Reporting**

The leader involved will report by email any incident or near-miss on the appropriate form to the club chairperson and in turn the club committee, and British Canoeing / Canoe England as soon as practicable.

### **In the event of a serious incident**

In the case of a serious accident a member of the committee (preferably the chairperson) MUST be contacted in person by phone as soon as reasonably possible.

Committee members MUST NOT speak to the media/press about the incident . The Club Chairperson may decide to contact the BCU/PUK Press Officer for further advice. It is particularly important that the following line is taken:

- No admission of liability
- No further comment until all the facts are known
- The club's immediate concern is for the welfare/safety of the individuals involved.

### **Procedures following a serious accident or fatality**

Assuming the casualty is now in the hands of the emergency services (whenever possible the activity leader/other responsible club member should stay with the casualty until next of kin/parent or guardian is in attendance.

☑ Contact the next of kin/parent or guardian of young person or vulnerable adult and give them relevant information – include contact details of the club chairman.

☑ Contact the club chairman and appraise him of the incident (contact info. above)

☑ No comment is to be made to outside parties, such as the press, other than to give them the name of the designated contact – Club Chairperson.

Leader to gather written statements from all members (and others) involved in the training/activity when the incident happened. If verbal statements are given, these should be transcribed and signed as accurate.

☑ The club chair to contact the committee and ensure that a meeting occurs to go over the incident (where possible with all involved).

☑ Complete an "Accident Report Form" as soon as possible after the incident.

☑ The club chairman to contact British Canoeing