



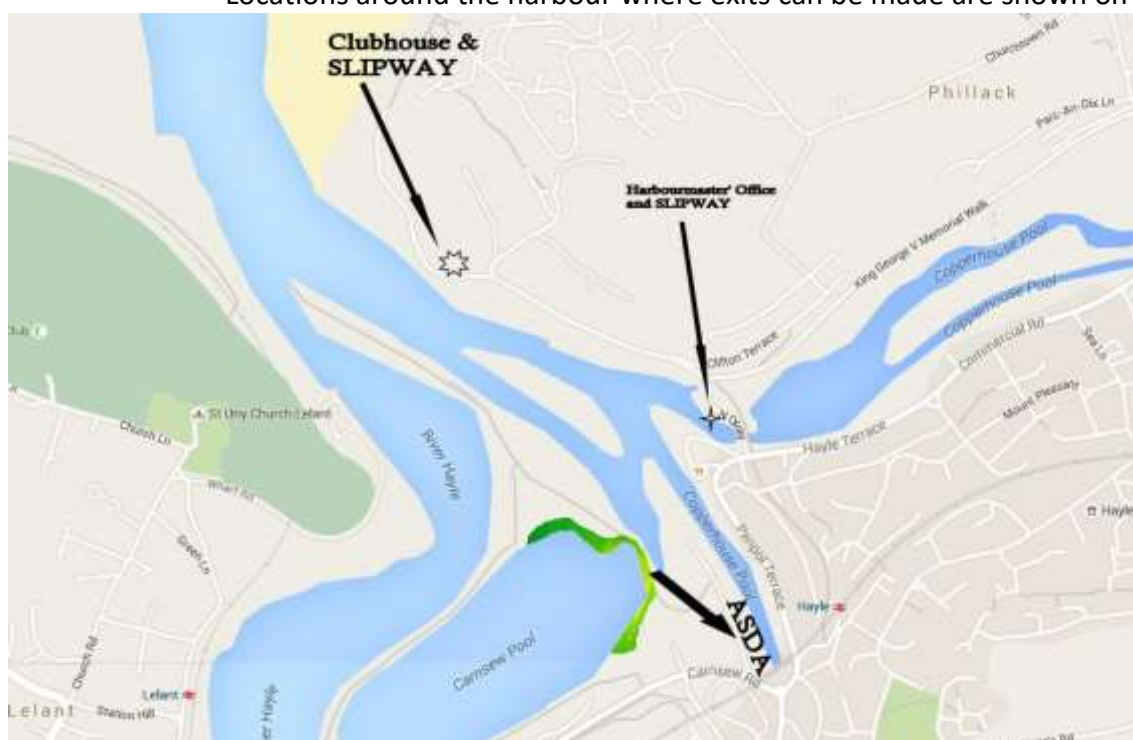
## Emergency Information, Action Plan and Procedures

The following measures have been taken to ensure that should an incident or emergency occur during a club session, the situation will as best as possible, be dealt with promptly and efficiently:

- A first aid kit will be held and maintained in the clubhouse and will be available during club sessions.
- On club events, away from Hayle Harbour, coaches/event leader will carry a first aid kit in the kayak or canoe they paddle.
- With rise in mobile phone usage and the subsequent demise of public telephones it is advisable that a mobile phone is carried by the coach/trip leader as well as a VHF radio for sea trips.
  - If emergency services need to be contacted for an incident in Hayle Harbour or Hayle Estuary dial 999 (or 112). The following address should be provided

**North Quay, Hayle, TR27 4BL**

Locations around the harbour where exits can be made are shown on the map



Tidal dependent - may include

- the Harbour Masters Office (TR27 4BL)
- Asda (TR27 4EP)
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- Defibrillators (External unit 24/7) locations in Hayle include
  - Hayle Surf Life Saving Club (SLSC)/Beach, Hayle TR27 5AF – Tel: 01736 755303 – 07967 213204 – 07771 975682
  - Gillett's Spar Stores, 2 Chapel Terrace, Foundry, Hayle TR27 4AB – Tel: 01736 753327
- For trips/events away from Hayle Harbour, as part of the float plan a route should be provided giving locations to which emergency services can be called.

- All accidents should be reported to the safety officer and recorded in the HCC accident book and also be reported to the British Canoeing using the HCC Accident Report Form.
- All near misses will be recorded in the HCC near miss book using the HCC Near Miss Form.
- Where accidents, near misses or emergency services are involved the club chairman should also be contacted
  - Jon Beavis - 07789943667
  - Alternately the club secretary, Keith Dingley - 07935251008
- For issues involving safeguarding, the club safeguarding officer should be contacted
  - Diane Warren – 07919428530

### **Emergency Action Plan (EAP)**

- Make sure you are safe
- Make sure the group is safe
- Make sure the individual concerned is safe
- Effect the rescue of individual(s) as far as you are able
- Call/send for assistance (as required)
- Take the casualty and group to the safest and closest accessible shore to get off the water. If the casualty is unable to be taken to shore, call for a rescue and keep the group and casualty together until rescue arrives.
- If ashore, diagnose the extent of the injury and effect first aid/further action.

### **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 Chairman – Jonathan Beavis.
- Coach/activity 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 chairman 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