



# Sinclair United FC

## EMERGENCY ACTION PLAN FOR SINCLAIR SPORTS AND SOCIAL CLUB

**A copy of this EAP shall be held by all Coaching Staff at ALL Club Sessions. It should be a part of the safety brief prior to all training sessions and matches.**

All clubs are required by the Football Association (FA) to have a medical emergency action plan (EAP) in place that is integral to the overall function of their club. The plan enclosed here details the standard operating procedures (SOP's) or protocols for the actions to be taken to ensure an effective medical response in the event of a player, member of staff, match official or spectator being injured or becoming ill whilst on the site of Sinclair United FC.

**Prior** to any activities taking place, it is imperative that **team managers and assistants** complete a pre-session brief and risk assessment to confirm the following is in place:

1. A level 1 qualified manager (**emergency aid trained and CRC checked**) and assistant (**CRC checked**) are in attendance to run the session.
2. A suitably stocked in date **First aid kit** is available along with your team up to date **medical matrix** and a **medicines tin** for storage of participants medicines (i.e inhalers) any player that does not have their prescribed medication with them **must** not be allowed to participate in the session.
3. Access to the **de-fibrillator** is available by opening the outside toilet with the **key** that can be obtained from the **key safe** located in the **changing room** on the **Emergency action board**.
4. Check the **access lane** is clear from obstructions and unlock the padlock to the double green gates using the access code (**75570**)
5. **Roles** must be allocated before the session for the following actions:
  - a. **First Aider** suitably qualified. (manger or assistant)
  - b. Someone to call emergency services.
  - c. Someone to meet the emergency services at the barrier at the end of the access lane and open the height restriction barrier (**code 12012**) (emergency services given access code also)
  - d. Someone to meet the emergency services at double green gates to direct them to the field.
6. All equipment to be used checked for safe operation i.e goal posts, player equipment and shin pads, any player without shin pads must not participate in the session.
7. Communicate effectively this action plan with any opposition officials prior to any game or session taking place.

**In the event of an emergency act fast, keep calm and follow procedures**

- Call emergency services **999 or 112** (from a mobile that will alert services of exact location) for **Police, Fire & Ambulance**
- Administer first aid where required **de-fib** located in **outside toilet adjacent to the bowling green**
- Designated person to access emergency code from **emergency key safe in changing room** and meet emergency services at the barrier at the bottom of the access lane
- Designated person to open double green gates to allow access to the playing field and direct the emergency services to the incident
- Follow instructions from emergency services as to any actions required
- Complete club incident report form and record any accidents in the accident book located in the changing room

**For non-emergencies contact:**

**101 For the Police**

**111 For a medical non – emergency**

**Club Emergency Contacts are:**

Richard Overton 07766 008575 (Chairman)

Adam Green 07909 991431 (Secretary & Welfare Officer)

Kerry Millman 07808 547988 (Treasurer)



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## EMERGENCY ACTION PLAN FOR SINCLAIR SPORTS AND SOCIAL CLUB

<b>ADDRESS (HOME VENUE)</b>	SINCLAIR SPORTS AND SOCIAL CLUB KETLEY DINGLE, OFF HOLYHEAD ROAD, KETLEY, TELFORD
<b>POSTCODE:</b>	TF1 5AD
<b>FIRST-AIDER INFORMATION:</b>	ALL CLUB COACHES ARE EMERGENCY AID QUALIFIED
<b>DEFIBRILLATOR</b>	LOCATED IN THE OUTSIDE TOILET ADJACENT TO THE BOWLING GREEN KEY TO ACCESS TOILET LOCATED IN THE EMERGENCY KEY SAFE IN CHANGING ROOM
<b>FIRST AID ROOM</b>	HOME CHANGING ROOMS FIRST AID KIT AVAILABLE AND EMERGENCY ACTION INFORMATION BOARD
<b>ACCESS ROUTES</b>	OFF THE B5061 HOLYHEAD ROAD INTO THE SAINT GOBAIN WORKS TURN IMMEDIATELY LEFT ONTO KETLEY DINGLE THEN FOLLOW THE LANE TO THE TOP THE ACCESS TO THE PLAYING FIELDS ARE ON THE LEFT THROUGH THE DOUBLE GATES AT THE SINCLAIR SPORTS AND SOCIAL CLUB. TF1 3AD
<b>NEAREST HOSPITAL (with A&amp;E DEPT)</b>	PRINCESS ROYAL HOSPITAL APLEY CASTLE GRAINGER DRIVE APLEY TELFORD TF1 6TF
<b>DIRECTIONS</b>	HEAD NORTH ON KETLEY DINGLE TOWARDS HOLYHEAD ROAD/B5061 TURN LEFT ONTO HOLYHEAD ROAD B5061 AT THE ROUNDABOUT TAKE THE THIRD EXIT ONTO WHITCHURCH DRIVE/A5223 AT THE ROUNDABOUT TAKE THE SECOND EXIT AND STAY ON WHITCHURCH DRIVE/A5223 AT THE ROUNDABOUT TAKE THE FOURTH EXIT ONTO GRAINGER DRIVE
<b>JOURNEY TIME</b>	2.1 MILES / 5 MINUTES

Map of Sinclair Club Location

