



Section 9 - Emergency Action Plan - Lagan Warrior Paddlers

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, Coach, leader or instructor associated with LWP via a shared and password protected folder on onedrive.

Emergency points of contact:

LWP Chair: Philippa Blain

LWP Health and Safety officer: Mary McGahon

LWP Paddle Leader: Patrick Walsh

LWP Paddle instructor: Thomas McGahon

On-land support: any adult LWP club member or volunteer not on the water, pre-designated for the paddle/session, stationed at one or more of the main ingress or egress points along the edge of the water.

Overdue return

If paddlers are more than 30 mins late arriving to any designated point in the paddle or checking in at a pre-designated time by phone, on land support will contact the coach, instructor or leader in charge via mobile phone. If they fail to make contact within 5 mins the on-land support will contact the emergency services.

The on-land support will notify the emergency services of the following:

- The route: the departure point, planned route, and any landing points.
- The kayaks: how many and what type and colours.
- Communication devices: all phone numbers of coaches, leaders or instructors on the paddle.
- Participants: names and experience levels.

The on-land support will then contact the chair of the committee by phone. On-land support and the chair will then liaise with the emergency services to provide assistance and information as needed.

In an emergency:

The coach, leader or instructor in charge will take control of the situation (or appoint a deputy to take charge), and where necessary use others to help. If the person in charge or their deputy is unable to take control, the group will decide who is an appropriate participant to act as leader.

The person in charge will:

- Stay calm. Act swiftly and observe the situation.
- If there is a danger of further injuries, they should act to ensure they are mitigated.
- Deal with the rest of the group first (or assign a deputy to do this) to ensure that they are adequately supervised or safely returned to land as soon as is practical.
- Attend to the casualty. Listen to what they are saying.
- If required, first aid will be administered to the casualty(s). Call on-land support to help remove the casualty off the water if appropriate/necessary.
- In the event of an injury requiring specialist treatment, call the emergency services.
- What needs to be communicated to emergency services: The facts known at the time. Who was involved. What happened. Where did it occur.
- Do not move someone with major injuries. Wait for the emergency services.
- If necessary and as soon as practicable, contact the injured person's emergency contact number or ask on-land support/chair of the club to do so.

Procedures following a near miss

- Coach, leader or instructor to document all details of the injury in the activity log for the session.
- Contact the Health and safety officer and appraise them of the injury.
- Report of the near miss (any injury requiring 1st aid) to be made through appropriate channels
- Health and safety officer to carry out a review of the risk assessment to identify mitigations.

Reporting: near miss

The Coach/leader/instructor involved or the health and safety officer will report any incident constituting a near-miss via the Paddle UK portal

<https://paddleuk.org.uk/online-incident-reporting/>

Major Accident/Injury or Fatality or Near Drowning

- In the first instance applying appropriate first aid and calling the emergency services shall take absolute priority.
- Any near drowning or instances where water has been inhaled **MUST** be referred for medical attention.
- **Coach, leader or instructor in charge of session to contact the club chairperson and appraise them of the incident as soon as practically possible**
- Club chair to contact the next of kin/parent or guardian of young person or vulnerable adult and give them relevant information. If the chair cannot be contacted any other club official should contact the next of kin as a matter of urgency – include contact details of the club chairperson in the notification
- **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.**

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):

- Coach/Leader/instructor in charge (with the aid of the club secretary if present) to gather written statements from all members (and others) involved in the 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).
- The Club Chairperson may decide to contact the BCU Media Manager Helen Reeves, helen.reeves@bcu.org.uk 07730 521 644 for further advice.
- 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.
- Report of the serious incident to be made through appropriate channels

Reporting: a serious incident

Any injuries requiring a hospital visit are reported as soon as practically possible through RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) via the following link <https://www.hse.gov.uk/riddor/> in addition to reporting to PaddleUK and the Health and safety officer.

Media

Members involved in the incident shall not comment or give interviews or statements to the media.

Usually the chair of the committee will be the person to speak to the media.

Spokesperson guidelines:

- Good communications are essential. Don't give the media the names of those involved: family need to be kept informed through private communication, not by the media. If there's a fatality, the police will handle this.
- A situation often seems straightforward at first glance only to be much more complex after investigation. Don't speculate! Make no further comment until all the facts are known.
- You mustn't comment on the blame of an incident – it isn't our responsibility to decide whose fault it is! It's strongly recommended that very little is said to the media, and **remember that anything said becomes evidence in any inquiry.**
- The club's immediate concern is for the welfare/safety of the individuals involved.
- It is advised that you make comments like: "At this stage we are investigating what happened and until such time as we've completed our investigations we will not be able to make further comment."
- If a death has occurred, say: "We're all distraught at what has happened and our thoughts are with the family and friends of the deceased." and follow it up with the previous comment.