

## Emergency Action Plan

All riders are responsible for their own health and safety. EAP should be read in conjunction with the Risk Assessment.

Venue:	<b>Open Road Setting</b>				
EAP created by:	<b>Tania Conway</b>	Date Created:	<b>December 2025</b>		
Venue Address: (Inc. Postcode/ Grid Reference)	n.a. Open road setting.				
Type(s) of Activity this EAP applies to:	Club Unled Bike Rides				
Who is ultimately responsible for Health & Safety during these sessions:	<input type="checkbox"/> Venue Staff Comments:	Each rider is responsible for their own health and safety			
How will venue staff be contacted in emergency:	N/A				
Location of Phone/Mobile Reception Tested:	Riders to carry mobile phones. Reception is patchy in Northumberland.				
Location of the nearest first-aid qualified person:	There will probably be a first aid qualified person on each ride, but this is not guaranteed.				
Location of first-aid equipment:	N/A				
Location of Defibrillator:	Various				
Non-Managed Venues					
How to contact Emergency Services:	Riders to call 999				

How will Emergency Services be directed to the scene of an incident:	<b>On route:</b> Riders should be knowledgeable of the expected routes and be able to explain locations. What3words can be used to direct emergency services to location
Who else is available to help in case of issues:	None.
<b>Non-Managed Venues:</b> List ALL the Actions that the Navigator will undertake and Manage others to do if any of the following situations occurs:	
<b>Evacuation:</b> Evacuation unlikely as outside most of the time. If there is a need to move the group from a location, do so in orderly manner, may be best to dismount and walk bikes short distance to safer area.	
<b>Missing Person:</b>	Riders to book into activity using SportMember. Contact details for riders held within SportMember. Navigator to check group stays together. Any riders leaving the group to inform the Navigator before doing so.
<b>Mechanical breakdown</b>	Bikes should be mechanically sound and checked before each ride, but in the event of a mechanical breakdown, riders should have someone available to come and retrieve them and their bike.

<b>Minor Injury:</b>	<p>Minor injuries, including crashes resulting in cuts and bruises. Each situation to be managed individually but can include:</p> <ul style="list-style-type: none"> <li>• Assess injury, is rider able to continue?</li> <li>• Rider to contact family / friend to retrieve them and their bike if rider cannot continue</li> <li>• Ride may need to be cut short</li> <li>• What first aid supplies are being carried by riders?</li> <li>• Can first aid supplies be obtained?</li> <li>• Complete club accident report and file to welfare officer</li> </ul>
<b>Major Injury:</b>	<p>Major injury, including crash, collisions, where head injury, broken bones occurred or anything leading to respiratory issues, health conditions, blacking out etc: Each situation to be managed individually but can include:-</p> <ul style="list-style-type: none"> <li>• One rider to manage traffic, and bike group, another to manage 1<sup>st</sup> aid to casualty.</li> <li>• Get all riders out of harm's way, i.e. off carriageway, bikes out of the way, consider delegating someone to look after all the bikes.</li> <li>• Ensure casualty is protected, especially in road, position people on foot, 50 metres in every road direction to slow traffic.</li> <li>• Rider to initiate 1<sup>st</sup> Aid to casualty, they may call on assistance from other members of group, e.g. to carry on with chest compressions.</li> <li>• As soon as environment is safe, a rider can assist and make a call to emergency services, clearly stating issue, and comply with instruction.</li> <li>• Depending upon location may need to position rider in obvious location to assist ambulance service to find casualty.</li> <li>• Wait at scene until emergency services arrive.</li> </ul> <p>Once emergency services take over assist as best as possible.</p> <ul style="list-style-type: none"> <li>• Consider if police report is required, and report as necessary.</li> <li>• Check rest of group are okay (mentally and physically). Consider getting cars\ vans to pick anyone up who has been upset by incident. Get someone to come and pick casualty bike up. Either take to casualty to the venue or home.</li> <li>• For anyone riding back as a group, ensure everyone in correct frame of mind and focussed on riding safely.</li> <li>• Complete club accident report and file to welfare officer.</li> <li>• Check on Casualty condition once all riders are home.</li> </ul>

**Insert Diagram(s) of layout of venue with key safety elements marked (this page is intended to be shared between Risk Assessment and EAP):**

Not applicable