



Bristol Academy of Sport - Emergency Action Plan 2018/19



Sporting Injuries

Home/Training Venue Address:

SGS College – WISE Campus
New Road
Stoke Gifford
Bristol
BS34 8LP

Useful Telephone Numbers:

Emergency Services: **999 or 112**
WISE Reception: **0117 919 2601**
Southmead A&E: **0117 414 5100**
SGS Physio Dept: **0117 919 2614**

Personnel Contact:

SGS Emergency: **0117 919 2600**
Kevin Satchell: **0117 919 2615**
Craig Barden: **0117 919 2614**

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Introduction

Whilst rare, serious and catastrophic sporting injuries do occur. At SGS College we have made it a priority to develop an extensive emergency action plan to enable us to provide the best possible level of emergency first aid to sports academy students and their counterparts. It is important that this document is accessible, read and understood by all medical department staff as well as coaches and volunteers who may be involved in a first aid situation. All members of staff have a duty of care to ensure the following are completed prior to activity; relevant risk assessment, suitable medical coverage of an event, maintenance of sporting and emergency equipment, up to date emergency first aid of all staff. It is also advisable that the following relevant administrative duties are completed prior to sporting participation; next of kin details, medical questionnaire, pre-participation screening.

PLEASE NOTE: THIS DOCUMENT IS NOT A REPLACEMENT FOR A RISK ASSESSMENT AND ONE SHOULD BE COMPLETED PRIOR TO ALL ACTIVITIES

1. Emergency Personnel

The emergency team may consist of a variety of personnel including therapists, coaches, first aiders, volunteers or spectators. Roles of these members may vary depending on the event, situation, venue and level of provision. Incidents should be led by those with the greatest experience and training available at the time.

Emergency Team – In hierarchical order

1. Members of the physiotherapy department
2. Pitch side first aiders
3. College designated first aiders
4. Coaches (certified in basic life support and CPR)
5. Volunteers – placement students
6. Other – spectators, students, referees

Roles of the Emergency Team (to be completed in the following order)

1. **First Responder** – Assess the situation and provide immediate care for the individual. Unless the first responder is on their own and they are going to get help, the first responder must not leave the athlete until further help arrives. **When help arrives the most appropriately trained individual must take control.**
2. **Emergency Service (EMS) Activation** – This may be done by any member of the emergency team. However, the person should be familiar with the location of the event plus be able to remain calm and communicate effectively over the telephone.

3. **Equipment Retrieval** – Equipment should be retrieved as soon as the incident occurs rather than waiting until it is too late. An individual with knowledge of equipment, its location and access should be designated this task.
 4. **Inform WISE Reception** – This can be done by one of the less experienced members of the Emergency Team (coach, volunteer or other) so that those with expertise can remain at the site of the injury. A request for the facilities team to open the relevant gates can be opened to allow access for the EMS. The duty manager should also be updated so that they are aware of the situation.
 5. **Greet the arrival of the EMS** – Someone with knowledge of the injury site as well as the campus and its vehicular access should be designated to greet the EMS at the college entrance and direct them to the relevant access point.
 6. **Crowd Control** – Spectators should be controlled so that the first responder can deliver first aid uninterrupted. Someone with authority (i.e. staff rather than students) should ideally deal with this aspect. However, this is dependent on emergency team numbers and the qualifications of those available.
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2. Emergency Communication

Communication is vital on multiple levels to ensure that the injured athlete receives the best possible care. Prior to the sporting event all relevant members of the emergency team should be aware of their roles and responsibilities should an incident occur. All members of staff are expected to keep up to date with their first aid qualifications and how to deal with a variety of first aid scenarios.

Prior to the event complete the following...

1. Staff aware of emergency action plan and individual roles within the plan
2. Individuals aware of additional emergency personnel available on site
3. Equipment and maintenance checked
4. Telecommunications checked

Notifying Emergency Services (EMS) Protocol

- Call the EMS on 9-9-9 or 1-1-2
 - Provide the following information upon prompting
 - Name and number of caller
 - Address of the incident
 - Number of patients
 - Condition of patient
 - First aid treatment provided by first responder
 - Any further site specific directions – eg outdoor 4G location
 - Other information as requested by the dispatcher
 - Stay on the line until the EMS have arrived or until instructed to do so by the dispatcher
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3. Emergency Equipment

Location of First Aid Equipment:

- **Telephone** – Mobile Phone, WISE Reception, Physio Office & Coaches office in Sports Academy
- **Defibrillator (AED)** – WISE Campus Reception, Outside Sports Academy changing room, Trauma Bag (As below)
- **Trauma Bag** (Airways, Oxygen, Defib) – Pitchside/ Physio Room (Potentially limited access)
- **Oxygen** – Pitchside/ Physio Room (Potentially limited access)
- **Entonox** – Pitchside/ Physio Room (Potentially limited access)
- **Spinal Management** (Collars, Board, Blocks) – Pitchside/ Physio Room (Potentially limited access)
- **First Aid Equipment** (Stretcher, Frac Pac) – Pitchside/ Physio Room (Potentially limited access)
- **Ice Machine** – ‘Power Station’ Gym in Sports Academy

PLEASE NOTE: EQUIPMENT ACCESS FROM THE PHYSIO ROOM WILL DEPEND ON WHETHER THE DEPARTMENT IS MANNED AT THAT TIME. ALL COACHES SHOULD BE TRAINED IN BASIC LIFE SUPPORT AND THE USE OF A DEFIBRILLATOR. PLEASE DO NOT USE ADDITIONAL EQUIPMENT UNLESS TRAINED TO DO SO.

4. Emergency Transport Access and Map



Instructions for onsite access for Emergency Services

- **To grass pitches /Sports Academy Building/4G/ Exhibition pitch** – To be met at the entrance of the college car park and directed to the far left hand corner of the car park. There is gated entrance (Gate 1) which is to be opened prior to the arrival of the emergency services.
 - **Grass Pitches** – Go through gate 1 and approximately 15 meters in front are another set of gates (a) providing direct access onto the grass pitches.
 - **Sports Academy Building** – Go through the gate 1 and follow the road round to the right towards the black sports academy building. Stop by the turning circle and gain access to the building on foot via the path.
 - **4G** – Go through the gate 1 and follow the road round to the right towards the black sports academy building. To the left of the turning circle there is the 4G pitch and vehicle access onto the surface (access point b).
 - **Exhibition Pitch** - Go through the gate 1 and follow the road round to the right, take the first right prior to the white generators. Follow this road up through the gates to the right of the white portacabin. The ambulance can wait here or if access onto the pitch is needed go across the athletics track and through the gap in advertising in the closest corner of the pitch (access point c). This gap is to be created prior to the arrival of the emergency services.
- **To outdoor 3G/Indoor 3G/Sports Hall/Goals** – To be met at the gates of the college entrance and directed to the vehicle entrance running down the right hand side of the main building (gate 2). These gates are to be opened in anticipation of arrival of the emergency services. If foot access is to the above locations is appropriate, the ambulance is to be parked outside the ‘changing room entrance’ at the end of the road (access point d).
 - **Outdoor 3G** – Foot access can be gained by following the path down the side of the building and through the gated entrance to the 3G. Vehicle access onto the outdoor 3G can be gained by

going across the grass and into the gates entrance to the pitch (access point e). These gates are to be opened prior to the arrival of the emergency services.

- **Indoor 3G** – On foot access can be gained by going through the ‘changing room entrance’ by access point d. When in the building and following the corridor round to the right, where you keep walking until you reach the indoor 3G.
- **Sports Hall** - On foot access can be gained by going through the ‘changing room entrance’ by access point d. When in the building go through the double doors directly ahead and straight into the sports hall
- **GOALS** – On foot access is easily available to the relevant goals courts which will be to the right of the ambulance. The relevant goals court and number should be known prior to the arrival of the emergency services.

5. Venue (WISE Campus) Directions with Map

Directions to SGS College – WISE Campus

From Bristol City Centre – RED LINE

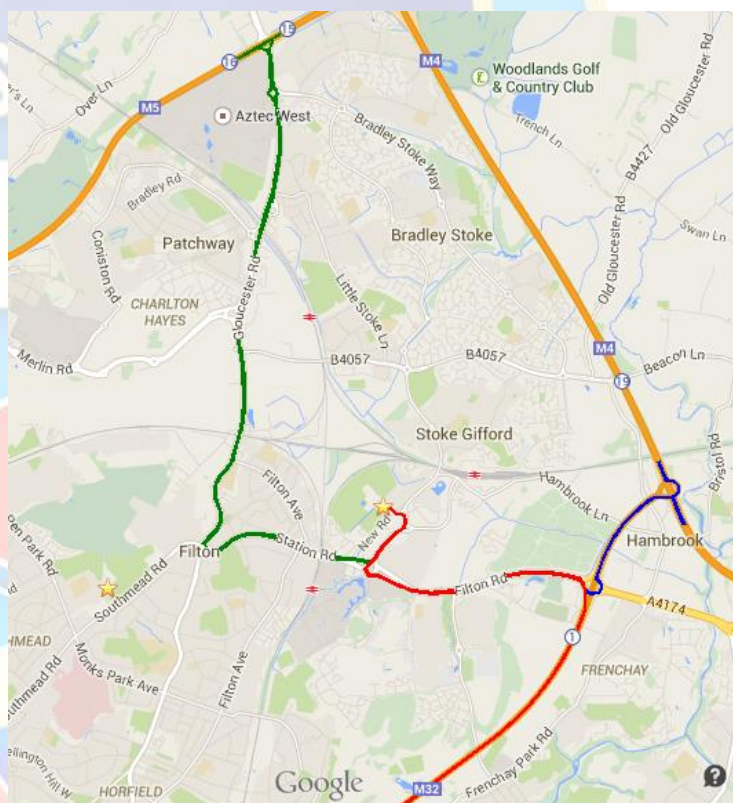
Follow signs for the M32 (North if applicable). Join the motorway for approximately 4 miles. Come off the motorway at Junction 1 and take the first exit onto the A4174. At the first roundabout take the 4th exit onto Great Stoke Way and then at the next roundabout take the 1st exit onto Fox Den Road. At the next roundabout take the first exit onto New Road and then an immediate right. The college entrance will be on your left.

From the M4 (East/West) – BLUE LINE

Exit the motorway at junction 19 joining the M32. Exit the M32 at junction 1 and take the 3rd exit onto the A4174. At the first roundabout take the 4th exit onto Great Stoke Way and then at the next roundabout take the 1st exit onto Fox Den Road. At the next roundabout take the first exit onto New Road and then an immediate right. The college entrance will be on your left.

From the M5 (North/South) – GREEN LINE

Exit the motorway at junction 16 taking the A38 towards Bristol. Go straight over the first roundabout and stay on this road for around 3 miles. At the second roundabout take the first exit onto the A4178. Continue for 1 mile and after going underneath the bridge take the first left onto new road. Approximately 20 meters before the roundabout take a left and the college entrance will be on your left.



6. Hospital Directions with map

Nearest Hospital Information:

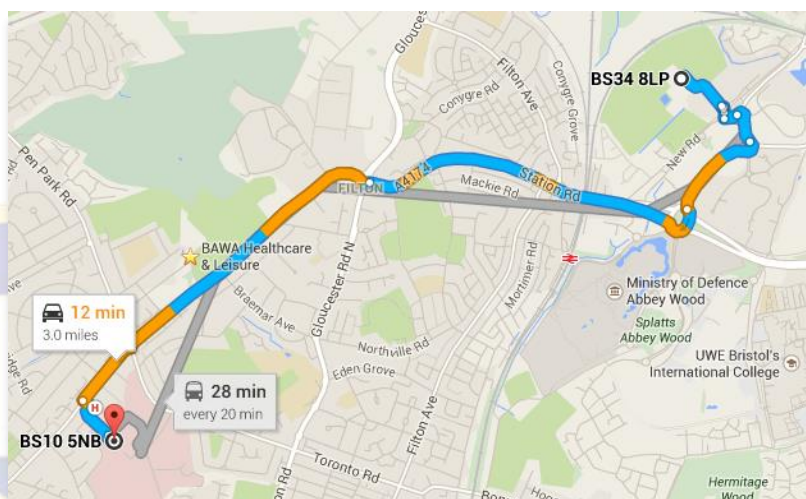
Major Trauma/ Emergency Department/ Minor Injuries Unit

Southmead Hospital
Southmead Way
Bristol
BS10 5NB
ED Reception: 0117 414 5100

Directions to Southmead Hospital from WISE

Campus:

1. As you depart the college entrance go over the mini roundabout and turn right
2. At the T junction turn left onto New Road
3. At the roundabout take the 3rd exit onto Foxes Den Road
4. At the roundabout take the 3rd exit onto Great Stoke Way
5. At the roundabout take the 4th exit onto Station Road/A4174
6. At the roundabout take the 2nd exit onto Southmead Road/ B4056
7. Go over 2 roundabouts
8. Turn left onto Southmead Way and into the hospital grounds
9. Take a right on Kendon Way for the ED or follow the signs for other departments.



Approved by

Head of Sports Academies

Kevin Satchell

Signature:

Date:

Clinical Lead – Physio Dept:

Craig Barden

Signature:

Date:

Estates Manager:

Nigel Hornsby

Signature:

Date:

EAP to be reviewed on.....01/07/2019.....
