



Club Emergency Procedures

Name of club:

Thame Swimming Club

Name of person responsible for session / competition:

Ian Blyth – Head Coach

Details of session / competition:

Swimming training

Facility: (Information to be provided for each facility)

Headington Girl's School, Headington Road, Oxford, OX3 7TD

Process for accident reporting (NOP):

Minor accidents are reported in the first instance to the coach, an accident book is filled in by the coach and a copy sent to H&S Officer of club. First aid provision is provided by hired Lifeguard between Thame Swimming Club and Didcot Barramundis. All accident forms are sent to ASA annually by club Secretary for auditing purposes, copies can be provided to Headington Girl's School on request but can be redacted to protect identity of swimmer(s.)



As outlined in the facility emergency action plan (EAP) what action should be taken in the event of an emergency?

Non-serious Incidents

For non-serious incidents e.g. nose bleeds, cuts, nausea, cramp etc. the pool may not need to be cleared. The lifeguard on duty will deal with the incident and coaches will clear the pool if required.

If the non-serious incident then becomes serious then the serious incident process below should be followed. All incidents should be recorded in the accident report book (kept with the coach) and reported to the club's Health and Safety Officer.

Serious Incidents

Upon observing a serious or potentially serious incident in the water or on the poolside the lifeguard, will affect any necessary rescue or other action according to their training ensuring that 'back-up' is available from other responsible adult(s) at the earliest opportunity.

The pool should be cleared immediately when a serious situation arises to avoid any secondary incidents. The lifeguard on duty will blow the whistle 3 times and activate the pool alarm. As a matter of course the emergency services should be called; this can be done directly from a mobile phone. If in doubt the call should be made to avoid any delays in medical treatment. The responsible adults(s) should then follow the contact procedure for Headington Girl's School below to raise the alarm; these numbers must be stored in coach's phones.

Contact numbers in the event of an incident:

- Duty person: 07831 588315 (5pm – 8am Monday to Friday and 5pm Friday to 8am Monday)
- Security: 07500 696589 (4pm – midnight Mon – Fri / 5.30pm – midnight Sat & Sun)
- Bursary: 01865 759120 (8am – 5pm Monday to Friday)

Fire Evacuation

On hearing the fire alarm activate, all swimmers and coaches must leave the building by the nearest fire exit (only take bags if safe to do so) and assemble at the nearest muster point. Call the Fire brigade on 999 to raise the alarm and call the duty person on the number above, under no circumstances are swimmers and/or coaches to re-enter the pool until instructed by the Fire Brigade or the Duty Person from Headington Girl's School.

First Aid & Emergency Aid

First aid kit is available at the poolside with the coach; cuts may be dressed and a plaster applied though re-entry into the pool is not allowed.



Details of where the emergency contact details of swimmers and volunteers helping in the session are held:

All emergency contact details are held on Swim Manager section of web pages, TSC committee members and head coach have access to master data.

Identify the location of the facility first aid kit and phone to use in case of emergency:

First aid kits: will be held by attending coach along with accident book.

Phones: Mobile phones (coach's).

Date completed: 25/4/17

Signature of person completing form: George Day 

All persons in charge of club sessions must be aware of the facilities normal operating procedures (NOP) and EAP as above. These should be strictly followed.