



## 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, competitions (club champs).

### Facility: (Information to be provided for each facility)

Thame Leisure Centre, Oxford Road, Thame, OX9 2BB

### 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 leisure centre Lifeguards. All accident forms are sent to ASA annually by club Secretary for auditing purposes.



## 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. This will be dependent upon having more than one lifeguard available, one to maintain supervision of participants in the pool, and one to deal with the incident.

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 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 Teacher/Coach (lifeguard), will affect any necessary rescue or other action according to their training ensuring that 'back-up' is available from other lifeguard(s) or 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 followed by activating the pool alarm. As a matter of course the emergency services should be called; this can be done from the pool telephone in reception by dialling -999- or directly from a mobile phone. If in doubt the call should be made to avoid any delays in medical treatment.

### **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, nobody is to go into the changing rooms whilst the alarm is sounding) and assemble at the nearest muster point. Evacuation of the pool and calling of the fire brigade will be carried out by Thame Leisure Centre staff. Under no circumstances are swimmers and/or coaches to re-enter the pool until instructed by the Fire Brigade or the Duty Person from Thame Leisure Centre.

### **First Aid & Emergency Aid**

First aid kit is available in the poolside x3 and in reception; 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: 1<sup>st</sup> aid room poolside, inside emergency pack poolside, on small pool, in the gym, in the crèche and in emergency pack in reception.

Phones: Reception.

**Date completed: 18/03/2017**

**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.