



Club Emergency Procedures

Name of club:

Honiton Swimming Club

Name of person responsible for session / competition:

Head Coach – Ralph Watson
Assistant Coach – Ralph Lynch

Details of session / competition:

Club Training Sessions

Facility: (Information to be provided for each facility)

Honiton Swimming Pool

Process for accident reporting:

Incident Reporting

- All accidents, medical emergencies and incidents, however trivial, must be recorded in the ASA incident book. A copy of this is held by the Club Welfare Officer. For the benefit of this document, an incident is any accident or emergency that causes the need for medical attention or any incident or occurrence that could have caused an accident or emergency or endangered the health and safety of a swimmer.
- A report must be made to the Club Chairperson, Club Secretary and Welfare Officer as soon as possible
- Try to get witness accounts of the incident and witness details. Record these on paper and have them signed by the witness. Pass them to the Club Secretary as soon as possible.
- Do not admit liability or 'allege fault'. The matter will be investigated if deemed necessary.
- Do not discuss any matter regarding the incident with anyone other than persons involved or Club Chairperson, Club Secretary and Welfare Officer.
- NEVER TALK TO THE PRESS. Refer press matters only to the Chairperson/Club Secretary.

Medical Emergencies, Accidents and Injuries

Should a medical emergency arise, including accident or injury, involving a Club swimmer the following action should be taken by the teacher/coach/team manager/staff member/supervising adult in charge:

- Notify venue staff for First Aid attention / Pool rescue.
- Get another swimmer to get another coach or adult to assume responsibility for the injured party.
- Ensure your remaining swimmers are out of the water, remain safe and are adequately supervised.
- The coach/team manager/staff member/supervising adult in charge are empowered to summon assistance from the Emergency Services if deemed necessary

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

Honiton Swimming Club places the Health and Safety and Well-being of its swimmers, employees and volunteers above all other matters. These Emergency Procedures are intended for those who are in charge of swimmers during club sessions, galas or competitions, namely coaches, team managers and any supervising adult.

- All coaches, team managers, staff and supervising adults are made aware of their responsibilities under the Health and Safety of Work Act 1974 with respect to the Club's activities.
- All coaches and poolside staff must be aware of the Emergency Action Plan (EAP) at all of the facilities the club uses.
- All coaches and poolside staff must make themselves aware of the Normal Operating Procedures (NOP) / Pool Safety Operating Procedures (PSOP) and EAP procedures and actions required in the event of an emergency being declared at any of the facilities the Club uses for training.
- All coaches, team managers, staff and supervising adults should be aware of the Club's Risk Assessment.
- For away galas requiring travel by team coach, Team Managers are responsible for the Health and Safety of the swimmers from the moment they board any official vehicle for travel to the gala until the moment that they are collected by an appropriate and parent/carer/responsible adult. Under no circumstances shall any swimmer be left alone awaiting collection.
- For away galas not requiring travel by team vehicle, Team Managers are responsible for the Health and Safety of the swimmers from the moment they arrive on poolside until the moment that they are collected by an appropriate and parent/carer/ responsible adult afterwards. Under no circumstances shall any swimmer be left alone awaiting collection.
- For home galas, Team Managers are responsible for the Health and Safety of the swimmers from the moment they arrive on poolside until the moment that they leave poolside after the gala finishes.

- For Club training sessions/swimming lessons the coaches in charge are responsible for the Health and Safety of the swimmers from the moment they arrive on poolside until the moment that they leave poolside after the training sessions/swimming lessons finishes.
- For all Club training sessions, swimming lessons, galas and competitions a register shall be taken by the coach/team manager/staff member/supervising adult in charge.
- For all Club training sessions, swimming lessons, galas and competitions the coach/team manager/staff member/supervising adult in charge shall at all times hold a swimmers list containing emergency contact details and any relevant medical or disability details. This list also provides emergency contact numbers for the Chairperson, Club Secretary and Welfare Officer. These details are held on the Club register and copies can be obtained from the Membership Secretary.

- Should circumstances arise requiring the evacuation of premises being used by the Club, coaches, team managers, staff and supervising adults shall generally follow the instructions given by the premises operators/staff. In the event that the premises operators/staff are not present the teacher/coach/team manager/staff member/supervising adult in charge is empowered by the Club to take the decision to evacuate the swimmers if they consider this is necessary in line with the pools EAP. It is important that for any evacuation that proper control and discipline is enforced.

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

Register of attendance held by Coaching Staff

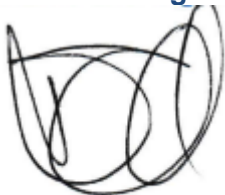
Identify the location of the facility first aid kit and phone to use in case of emergency:

Club First Aid Kit poolside + pool medical room

Phone at reception + Lifeguards have communication with Reception

Date completed: 19/12/2022

Name and Signature of person completing form:



N.J. Bloomfield

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.