



## Club Emergency Procedures

### Name of club:

City of St. Albans Swimming Club

### Name of person responsible for session / competition:

Mike Cole

### Details of session / competition:

Training for all squads as per the club programme

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

St Albans School

### Process for accident reporting:

At all club training sessions or competitions, the lead coach must be aware of the facility's NOP and EAP (copies of which are held in the Handbooks-Policy Docs section of our website), and must also be aware of the location of the venues' safety equipment, emergency telephone, first aid equipment, fire exits, 'panic buttons' and the club's accident/incident record log. That person will also have:

- A completed register of swimmers for each session, including medical and disability details.
- A list of emergency contact numbers for those swimming.
- A number to contact the Chairman, Club Secretary and Welfare Officer.

In the event of an accident or incident, the named person will assume responsibility for any emergency procedures that need to be carried out in accordance with the EAP of the training facility.

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

At the St. Albans School the facility Provider is responsible for certain procedures. The person in charge of the session will therefore alert the lifeguard and/or Leisure Centre staff who will take charge of the incident, administer First Aid as necessary and call the Emergency Services if necessary.

The club's lead coach will raise the Alarm, ensure the rest of the group is properly supervised, where necessary complete the club's accident /incident record log and sent to the Welfare Officer, inform the Club Committee of the incident, inform the Club's insurer if necessary and contact the injured person's emergency contact/parent or carer.



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

Each coach has access to OnDeck which gives details of swimmers in their session, any medical conditions noted and email and phone numbers for the swimmer's emergency contact.

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

At St Albans School the pool staff will handle any emergencies.

**Date completed: 13 Aug 2021**

**Name and Signature of person completing form:**

Mike Cole (Head Coach)

A handwritten signature in black ink, appearing to read "Mike Cole".

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.