



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 High School for Girls

Process for accident reporting:

At all club training sessions or competitions, the lead coach must be aware of the facilities 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 High School for Girls:

During swimming training and programmed lessons, there must be at least two adults in attendance, one of whom should hold the NPLQ or NRASTC 'Rescue Test for Teachers and Coaches of Swimming'. If there is no one on the poolside with such a qualification, then no swimming is to take place.

In the event of an emergency, the person in charge will raise the Alarm, call the Emergency Services if necessary, administer First Aid as necessary (Qualified staff only), ensure the rest of the group is properly supervised, contact the injured person's parent or carer, where necessary complete the club's accident/incident record log, complete a written report to be sent to the letting officer of the school, inform the Club Committee of the incident and inform the club's insurer if necessary.



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 the St Albans High School for Girls the first aid kit and phone are in the pool office accessed from poolside.

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.