



Ken Martin Club Emergency Procedures

Name of club:

NOTTINGHAM NORTHERN SWIMMING CLUB

Name of person responsible for session / competition:

MOST SENIOR AT POOLSIDE, COVID LIASON IN ATTENDANCE ON POOLSIDE

Details of session / competition:

TRAINING

Facility: (Information to be provided for each facility)

KEN MARTIN LEISURE CENTRE

Process for accident reporting:

1. All serious accidents are to be verbally reported to the head coach and to the chair of the committee immediately.
2. All incidents must be recorded in the club accident/incident book held with the register at all sessions - two incidents books in two first aid kits.
3. The committee are to be made aware of any serious accident or injury
4. Serious incidents which could possibly give rise to threat of legal action must be reported to ASA insurance brokers immediately. Do not accept liability for any incident as it occurs as this is breach of our insurance policy.

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

1. On hearing the alarm, NNSC coaches to instruct swimmers from the pool
2. In the event of fire – coaches to direct swimmers to the nearest emergency exit and await instructions to leave the centre from the duty officer, if necessary.
3. In the event of drowning alarm, one allocated coach to assemble swimmers on poolside and the remainder to assist with casualty, if necessary. Coach to instruct Leisure Centre to call emergency services. Centre staff to take over when instructed to do so by coach.
4. In other emergencies, coaches to instruct swimmers out of the pool and wait advice from duty manager.

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

ALL CONTACT DETAILS ARE HELD IN THE POOLSIDE CASE LOCATED NEAR THE HEAD COACH



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

TELEPHONE IS SITUATED AT RECEPTION NEAR THE MAIN ENTRANCE

4 FIRST AID KITS :

- 1 - ONE as you walk through the showers to the pool it's on that wall facing the Pool
- 2 - ONE on the left hand side wall of the Gym as you walk in
- 3 - ONE at Reception
- 4 - ONE in the back office at the side of the Reception

COVID ADDITIONS: ALL PPE FOR EMERGENCIES IS LOCATED IN THE CONTAINER BROUGHT TO POOLSIDE WITH THE LEAD COACH. MOBILE TELEPHONE AVAILABLE. ALSO AVAILABLE; CLEANING MATERIALS AND LIFEGUARD EQUIPMENT.

Date completed: 18.11.20

Name and Signature of person completing form:

DIANE WILLIAMS

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.