



High School Club Emergency Procedures

Name of club:

NOTTINGHAM NORTHERN SWIMMING CLUB

Name of person responsible for session / competition:

MOST SENIOR AT POOLSIDE

Details of session / competition:

TRAINING

Facility: (Information to be provided for each facility)

NOTTINGHAM HIGH SCHOOL

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
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 **assemble in main car park, away from the building and car park entrance. The emergency service are automatically called.**
3. In the event of drowning alarm, one allocated coach to assemble swimmers on poolside and the remainder to assist with casualty, if necessary.
4. In other emergencies, coaches to instruct swimmers out of the pool and contact the school caretaker, details in the poolside office.
5. Coaches to call emergency services in all serious circumstances except fire
6. Caretaker to be called.

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:

FIRST AID KIT IS SITUATED IN ROOM ON POOLSIDE

Reviewed JAN 2023



TELEPHONE IS SITUATED IN ROOM ON POOLSIDE

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:

Name and Signature of person completing form:

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.