

EMERGENCY ACCESS PLAN: SWIM _ CRIPPS

Purpose of document:
Protocol in the event of an emergency

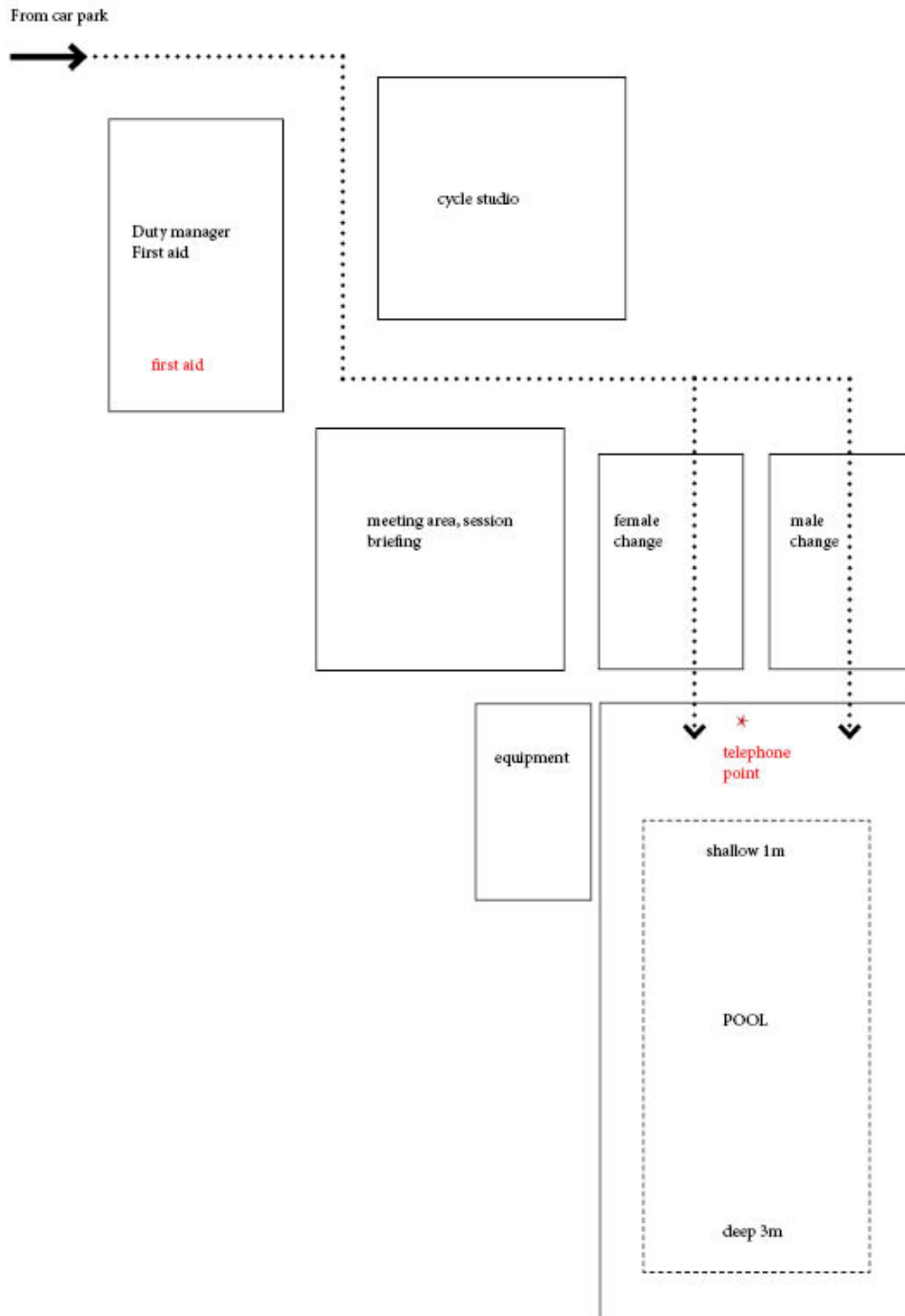
Author: Last revision:
Kirk Wilde 21 June 2018

This document can be used for sessions held at managed venues or venues where there are no staff. Where the coach is ultimately responsible for health and safety there is greater onus on them to ensure that safety provision is adequate. EAP should be read in conjunction with the Risk Assessment.

Venue:	Cripps Leisure centre		
EAP created by:	Kirk Wilde	Date Reviewed:	21.06.2018
Venue Address: (Inc. Postcode/ Grid Reference)	Northampton General Hospital Cliftonville Road, Northampton NN1 5BD		
Type(s) of Activity this EAP applies to:	Wednesdays swim - Pool based swimming - managed venue		
Who is ultimately responsible for Health & Safety during these sessions:	Venue Staff Coaching Staff Other	Venue staff at main reception during session	
How will venue staff be contacted in emergency:	Local phone above clock		
Location of Phone/Mobile Reception Tested:	Lead coach and assistant coach carry a mobile phone and venue phone above clock		
Location of the nearest first-aid qualified person:	Contact venue staff		
Location of first-aid equipment:	Lead coach and venue staff		
Location of Defibrillator:	Reception		
Non-Managed Venues			
How to contact Emergency Services:	Mobile phone for 999 emergency services and dial for venue staff		
How will Emergency Services be directed to the scene of an incident:	check with venue management at time of incident		
Who else is available to help in case of issues:	999 emergency services / venue management		
Managed Venues: List the Actions that the COACH can undertake to ASSIST venue staff:			
Non-Managed Venues: List ALL the Actions that the COACH will undertake and Manage others to do if any of the following situations occurs:			

Evacuation:	<p>Instruct the swimmers to move calmly to the fire point</p> <p>Take count of swimmers against register as and let venue staff know if there are any missing swimmers</p> <p>Provide support to the venue staff as appropriate</p>
Missing Person:	<p>Stop all members, enquire and take count again</p> <p>Inform venue staff and aid as requested, do not leave swimmers unaided.</p> <p>Inform parents if a child.</p> <p>Call members contact number first and then post session call emergency Contact on the membership contacts.</p> <p>Report incident to club secretary.</p>
Minor Injury:	<p>Observe / assess and either stop activity or move person to a safe place, ask them to rest and let you know what they would like to do.</p> <p>Assess and ask if the person needs any first aid help and speak to the lifeguard if first aid is needed (could be a cramp).</p> <p>Try keep person away from others and if no first aid is needed, suggest the person rest a minute until they are ok to carry on.</p> <p>Once the person resumes with the activity, keep an eye on them to see if they are indeed ok to carry on with the activity.</p> <p>Post session, review the incident and follow the club accident report procedure.</p>
Major Injury:	<p>Stop all activity.</p> <p>Call the venue management, the duty phone is below the entrance clock if needed or send another person to get the duty manager.</p> <p>Take instruction from the venue management.</p> <p>Try not to handle the person unless it is absolutely necessary and ask permission</p> <p>Post session review club accident procedure and follow up with review of the risk assessment forms.</p> <p>Follow up with a call or email to person to follow up on recovery</p>

Insert Diagram(s) of layout of venue with key safety elements marked (this page is intended to be shared between Risk Assessment and EAP):



END