

EMERGENCY ACCESS PLAN: SWIM _ MOULTON

Purpose of document:
Protocol in the event of an emergency

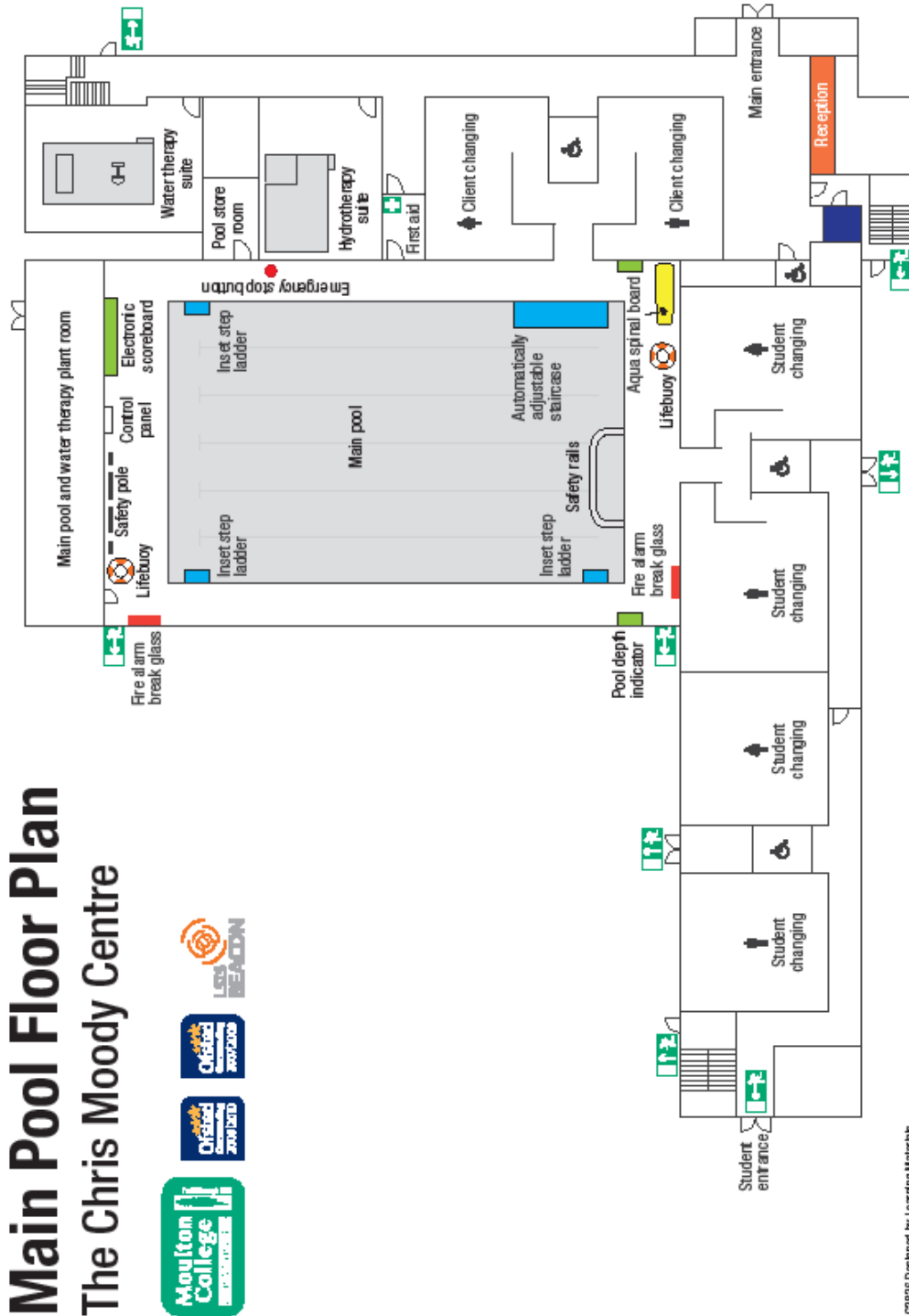
Author: Last revision:
Kirk Wilde 21 June 2018

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.

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|--|--|-------------------------------------|-------------------|
| Venue: | Moulton College Pool | | |
| EAP created by: | Kirk Wilde | Date Reviewed: | 21.06.2018 |
| Venue Address: (Inc. Postcode/ Grid Reference) | Chris Moody centre Pitsford road Moulton Northampton Nn4 7nn | | |
| Type(s) of Activity this EAP applies to: | Tuesday swim - Pool swimming - managed venue | | |
| Who is ultimately responsible for Health & Safety during these sessions: | <u>Venue Staff</u> Coaching Staff Other | Venue staff / Lifeguard at poolside | |
| How will venue staff be contacted in emergency: | Lifeguard at poolside | | |
| Location of Phone/Mobile Reception Tested: | Lead coach and assistant coach carry a mobile phone Lifeguard at poolside | | |
| Location of the nearest first-aid qualified person: | Contact venue staff | | |
| Location of first-aid equipment: | Lead coach and venue staff | | |
| Location of Defibrillator: | Lifeguard at poolside, reception | | |
| Non-Managed Venues - not applicable as managed venue | | | |
| How to contact Emergency Services: | Venue staff | | |
| How will Emergency Services be directed to the scene of an incident: | check with venue management | | |
| Who else is available to help in case of issues: | 999 emergency services | | |

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| <p>Managed Venues: List the Actions that the COACH can undertake to ASSIST venue staff:</p> | |
| <p>Non-Managed Venues: List ALL the Actions that the COACH will undertake and Manage others to do if any of the following situations occurs:</p> | |
| Evacuation: | <p>Stop session and instruct the swimmers to obey venue management</p> <p>Provide support to the venue staff as appropriate</p> |
| Missing Person: | <p>Stop all members, take count again.</p> <p>Inform venue staff and aid as requested, do not leave swimmers unaided.</p> <p>Call members contact number first and then post session call emergency Contact on the membership contacts. Inform parents if a child.</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 / Lifeguard.</p> <p>Take instruction from the venue management / Lifeguard..</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