

Accident/Incident Procedures

Name of club: **DEVONPORT ROYAL SWIMMING ASSOCIATION**

Facility: CENTRAL PARK LEISURE POOLS

Normal operating procedures (NOP): AS PER POOL STAFF INSTRUCTIONS

Emergency action plan (EAP): AS PER POOL STAFF INSTRUCTIONS

Location of emergency telephone: LIFEGUARD CHAIR

Location of first aid equipment: LIFEGUARD CHAIR

Location of club accident / incident record log: POOL RECEPTION

All persons in charge of club sessions must be aware of the facilities NOP and EAP as above. These should be strictly followed in case of an emergency.

The important action points are:

- Raise the alarm
- Call the emergency services (if necessary)
- Do not move someone with major injuries, wait for specialist help
- Ensure the rest of the group is properly supervised
- Contact the injured person's parent or carer – see membership card template for emergency information
- Complete the club's accident / incident record log
- Inform insurer