



Accident/Incident Procedures

Name of club: - **NEWMARKET & DISTRICT SWIMMING CLUB**

Facility: - **NEWMARKET LEISURE CENTRE**

Normal operating procedures (NOP): - **AS PER A.C.L.**

Emergency action plan (EAP): - **AS PER A.C.L.**

Location of two emergency telephones: - **ONE IN MAIN POOL HALL
ONE IN LEARNER POOL HALL
BOTH BY THE
LIFEQUARDS CHAIRS**

Location of first aid equipment: - **NEAR SPECTATOR AREA IN
MAIN POOL HALL**

Location of club accident / incident record log: - **LOCATED IN STORE
CUPBOARD IN
MAIN POOL HALL**

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