



Emergency Procedures

1. POOL EVACUATION

All poolside personnel must be aware of the Newmarket Leisure Centre Emergency Action Plan (EAP). In all cases of emergency the Anglia Community Leisure Centre Lifeguards (ACL Staff) are to take charge.

When the alarm sounds in the pool, or three whistle blasts are given by the ACL Staff or poolside personnel, all swimmers must evacuate from the pool at the nearest point of exit.

When the alarm sounds anyone in the changing rooms must exit immediately. Under no circumstances shall any member of the Club return to the changing rooms until the ACL Staff or Emergency Services personnel give permission to do so.

Everyone is to assemble at the nearest fire exit and await instructions from the ACL Staff.

If the building has to be evacuated it is the responsibility of the ACL Staff and poolside helpers to ensure that all swimmers leave quickly, calmly and safely.

The assembly point is in the car park at the front of the pool.

Newmarket Leisure Centre has a large supply of space blankets if required.

The changing rooms will be checked by a member of ACL Staff.

On a training night a member of the poolside personnel will take the Register of swimmers and ensure that it is available in case of emergency.

If an emergency occurs on a gala night the Team Managers must ensure that the swimmers in their respective teams are all accounted for. The Referee and Officials will assist the ACL Staff in evacuating the pool area of spectators and swimmers.

If ACL Staff are incapacitated or unavailable, telephones are located in the Main Pool Hall and the Learner Pool Hall, both by the Lifeguards Chairs.

2. POOLSIDE or CHANGING ROOM INJURY

All poolside personnel must have some knowledge of first aid as required by their qualifications for being on poolside.

When it is apparent that a member of the Club or a person involved with the Club is injured or feeling unwell they should be directed to ACL Lifeguards (ACL Staff) for first aid assistance. The only time that this would not be the case is if the member or person required immediate assistance that the poolside personnel could safely and correctly administer.

Where the member of the Club or a person involved with the Club is given assistance the ACL Staff will be required to complete an Accident Record Book. The Club also maintains an ASA Club Accident/Incident Log Book which is normally located in the store cupboard in Main Pool Hall. The senior coach or teacher in charge of the session will be required to complete the Log Book with the details of the incident and concur with the ACL Staff any follow up requirements. Where the member is a minor the parents or carers must be informed of the incident, any medical assistance given and the need to have further assistance outside that given by the ACL Staff or the Club.

If the incident involves Club poolside staff such that the remaining members will not be properly supervised then before assisting the member of the Club or a person involved with the Club who is injured the poolside staff shall ensure that all swimmers have evacuated the pool and are safe. If necessary this may mean evacuating poolside to the changing rooms or evacuating the changing rooms to outside. In which case the ACL Staff are to take charge as noted above.

If ACL Staff are incapacitated or unavailable telephones are located in the Main Pool Hall and the Learner Pool Hall, both by the Lifeguards Chairs, for Emergency use only.

Incidents within the main pool must be recorded in the Club Accident Record Book. Incidents within the changing areas, corridors, reception, training pool or other room are normally the responsibility of ACL unless the Club has particularly hired these facilities for galas, open meets or other events.

Signed:.....

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Revision Date: 26th October 2009

Print: Mark Hall

Revision: B

Position: Chairperson