

Accident/Incident Procedures

Name of club: **Melton Mowbray Swimming Club/Liz Rawson or Gala Announcer**

Facility: **Waterfield Leisure Pools**

Normal operating procedures (NOP): **Staff Room and Office**

Emergency action plan (EAP): **Staff Room and Office**

Location of emergency telephone: **Poolside (Main Pool) and Reception**

Location of first aid equipment: **First Aid Room (Main Pool)**

Location of club accident / incident record log: **First Aid Room (Main Pool)**

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