



ACCIDENT/INCIDENT PROCEDURES
HARTHAM & HAILEYBURY POOLS

All persons in charge of Club sessions must be aware of the facility's NOP/EAP. These should be strictly followed in case of emergency.

FULL NOPS & EAPS -at Pool Reception.

EMERGENCY TELEPHONE -pool reception & Club staff mobile phones.

ATHLETES' EMERGENCY CONTACT DETAILS-with session registers.

EMERGENCY ALARMS (red buttons situated around pool hall)

FIRST AID EQUIPMENT (Belong to the facility & held at the Pool)

CLUB ACCIDENT/INCIDENT RECORD LOG.

email: incidentlog@hertfordsc.co.uk

THE PROCEDURE IS:

- **RAISE THE ALARM**-3 whistle blasts and/or red emergency buttons.
- **ALL CLUB ATHLETES TO CLIMB OUT OF POOL AND ASSEMBLE AT EMERGENCY EXIT NEAR PUBLIC CHANGING ROOMS TO AWAIT FURTHER INSTRUCTIONS, PROPERLY SUPERVISED.**
- **ON HEARING ALARM ALL AVAILABLE POOL STAFF WILL RESPOND. RECEPTIONIST TO CALL EMERGENCY SERVICES IF REQUIRED.**
- **LIFEGUARD & FACILITY TEAM TO DEAL WITH EMERGENCY.**
- **CONTACT CASUALTY'S PARENT OR CARER**-details with session registers.
- **INCIDENT REPORT PREPARED BY FACILITY STAFF. CLUB TO ASK FACILITY TO FORWARD COPY TO CLUB INCIDENT LOG** at email address above.
- **CLUB STAFF ALSO TO NOTE INCIDENT DETAILS** as outlined on issued prompt cards and to:
- **FORWARD REPORT TO CLUB INCIDENT LOG AS SOON AS POSSIBLE** after incident.

THE INCIDENT LOG KEEPER WILL THEN:

- Complete Club accident/incident log.
- Contact involved athletes/parents if there are concerns after the incident.
- Inform insurer if necessary.