



**ACCIDENT/INCIDENT PROCEDURES**  
**SIMON BALLE SCHOOL POOL**

All persons in charge of Club sessions must be aware of the Club's EAP. This should be strictly followed in case of an emergency.

**NOPS & EAPS**-None issued by school.

**EMERGENCY TELEPHONE**-mobile phones carried by Lifeguard, Coach and also parent 'watcher' if present.

**ATHLETES' EMERGENCY CONTACT DETAILS**-with session registers.

**FIRST AID EQUIPMENT** -brought by club lifeguard.

**CLUB ACCIDENT/INCIDENT RECORD LOG.**

email: [incidentlog@hertfordsc.co.uk](mailto:incidentlog@hertfordsc.co.uk)

**THE PROCEDURE IS:**

- **RAISE THE ALARM** -3 whistle blasts.
- **ATHLETES TO CLIMB OUT OF POOL AND ASSEMBLE AT EMERGENCY EXIT AT SHALLOW END TO AWAIT FURTHER INSTRUCTION, PROPERLY SUPERVISED.**
- **CALL EMERGENCY SERVICES IMMEDIATELY on 999 IF NECESSARY.**
- **LIFEGUARD TO DEAL WITH EMERGENCY ASSISTED BY COACHING STAFF AND SENIOR NPLQ-HOLDING SWIMMERS IF AVAILABLE.**
- **CONTACT CASUALTY'S PARENT OR CARER** -details with session registers.
- **NOTIFY SCHOOL DUTY CARETAKER & summon if need help.**  
NB Contact phone numbers below only answered up to 8pm.  
mob phone number **07505 234599** (term time), **07779 162512** (back-up & school hols)
- **For URGENT ESSENTIAL BACKUP after 8pm-Phone emergency services 999.**
- **CLUB STAFF 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.