

Accident/Incident Procedures

Name of club: **TORQUAY LEANDER S & L S S**

Facility: **SWIM TORQUAY PLAINMOOR**

Normal operating procedures (NOP): **POOL PROCEDURES**

Emergency action plan (EAP): **POOL PROCEDURES**

Location of emergency telephone: **ROOM BEHIND RECEPTION DESK
ON WALL**

Location of first aid equipment: **ROOM BEHIND RECEPTION DESK
ON WALL**

Location of club accident / incident record log: **CLUB CUPBOARD**

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**
- **Pool Lifeguard should take over control and instruct swimmers and parents**
- **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 (IN CUPBOARD)**
- **Inform insurer**