

BOROUGH OF WALTHAM FOREST SWIMMING CLUB



BWFSC Emergency Action Plan: Procedures for Accidents and Incidents

Facilities: Waltham Forest Pool and Track
Larkwood Leisure Centre
Sylvestrian Centre, Forest School


All coaching and competition will take place at safe and appropriate facilities in accordance with Normal Operating Procedures/Emergency Action Plan.

All persons in charge of club and competition sessions must be aware of the NOP and EAP's of the above facilities. These should be strictly followed in case of an emergency.

The important actions 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 persons parent or carer – this information can be obtained via the Club Coaches on poolside or by telephoning the Club Secretary.
- Complete the club's accident /incident record log
- Inform Insurer

INCIDENT AWAY FROM TRAINING VENUE:

Identify incident  does the incident require treatment?

YES

Information Leisure Centre Staff who will follow Leisure Centre NOP/EAP

Provide LC staff with swimmer's medical and contact details

Inform parent/guardian at earliest opportunity

Retain a copy of the LC's Accident Report Sheet for club and parents record.

NO

Monitor situation and inform parent.

Follow up as necessary.