



Club Emergency Procedures

Name of club:

Dorking Swimming Club

Name of person responsible for session / competition:

Simon Read – Performance Coach

Maisie Apps – Excel Coach

Details of session / competition:

Monday Evening – 6:45pm – 8:15pm

Performance and Excel

Facility: (Information to be provided for each facility)

City of London Freeman's School, Ashtead Park, Ashtead, Surrey KT21 1ET

Process for accident reporting:

Inform Lead Coach/Coach and nominated Welfare representative, record in club accident book and complete the school's sports centre accident report.

As outlined in the facility emergency action plan (EAP) what action should be taken in the event of an emergency?

Swimmers leave the pool under instruction from Lead Coach/Coach and on-site caretaker. Register to be checked. If evacuation is required, move to assembly point as directed.

Details of where the emergency contact details of swimmers and volunteers helping in the session are held:

Lead Coach and all coaching team have all contact details, through TeamUnify.

Identify the location of the facility first aid kit and phone to use in case of emergency:

First aid room, caretaker on site which is present for all sessions

Date completed: 22/05/2022

Name and Signature of person completing form:

All persons in charge of club sessions must be aware of the facilities normal operating procedures (NOP) and EAP as above. These should be strictly followed.