

## 24.17.10 SSASC Club Emergency Procedures

### Name of club:

Stratford Sharks Swimming Club.

### Name of person responsible for session / competition:

Alison Ireland / Josh Newman

### Details of session / competition:

Junior Development Training Session – Tuesday 18:00 – 19:30

### Facility:

Shipston Leisure Centre

### Process for accident reporting:

- Notify venue staff for First Aid attention / Pool rescue / Evacuation
- Contact parents/carers and advise them of the arrangements made.
- Contact the Club Chairperson, Club Secretary and Welfare Officer

### As outlined in the facility EAP what action should be taken in the event of an emergency:

- Notify venue staff for First Aid attention / Pool rescue.
- Get another swimmer to get another coach or adult to assume responsibility for the injured party.
- Ensure your remaining swimmers are out of the water, remain safe and are adequately supervised.
- The teacher/coach/team manager/staff member/supervising adult in charge are empowered to summon assistance from the Emergency Services if deemed necessary
- Contact parents/carers and advise them of the arrangements made.
- Contact the Club Chairperson, Club Secretary and Welfare Officer
- Record, medical emergencies & incidents, however trivial in both the facility Accident Book and the SSASC incident book held by the Club Welfare Officer.

## 24.17.10 SSASC Club Emergency Procedures

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

Stratford Sharks Swimming Club Folder at Shipston Reception.

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

First Aid Room Adjacent Poolside, Reception telephone.

Date completed: 17/05/2017

Signature of person completing form:



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

## 24.17.10 SSASC Club Emergency Procedures

### Name of club:

Stratford Sharks Swimming Club.

### Name of person responsible for session / competition:

Kim Mortimer / Mike Wardle / Yvonne Caswell / Alison Ireland / Annette Statham

### Details of session / competition:

Senior Competitive / Senior Club / Masters Training Squads: Sunday 17:30 – 19:30

### Facility:

Stratford Leisure Centre – Main Pool

### Process for accident reporting:

- Notify venue staff for First Aid attention / Pool rescue / Evacuation
- Contact parents/carers and advise them of the arrangements made.
- Contact the Club Chairperson, Club Secretary and Welfare Officer

### As outlined in the facility EAP what action should be taken in the event of an emergency:

- Notify venue staff for First Aid attention / Pool rescue.
- Get another swimmer to get another coach or adult to assume responsibility for the injured party.
- Ensure your remaining swimmers are out of the water, remain safe and are adequately supervised.
- The teacher/coach/team manager/staff member/supervising adult in charge are empowered to summon assistance from the Emergency Services if deemed necessary
- Contact parents/carers and advise them of the arrangements made.
- Contact the Club Chairperson, Club Secretary and Welfare Officer
- Record, medical emergencies & incidents, however trivial in both the facility Accident Book and the SSASC incident book held by the Club Welfare Officer.

## 24.17.10 SSASC Club Emergency Procedures

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

Stratford Sharks Swimming Club Folder at SLC Reception.

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

First Aid Room Adjacent Poolside, Reception telephone.

Date completed: 17/05/2017

Signature of person completing form:



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

## 24.17.10 SSASC Club Emergency Procedures

### Name of club:

Stratford Sharks Swimming Club.

### Name of person responsible for session / competition:

Yvonne Caswell

### Details of session / competition:

Junior Performance Training Session – Monday 18:00 – 19:30

### Facility:

Shipston Leisure Centre.

### Process for accident reporting:

- Notify venue staff for First Aid attention / Pool rescue / Evacuation
- Contact parents/carers and advise them of the arrangements made.
- Contact the Club Chairperson, Club Secretary and Welfare Officer

### As outlined in the facility EAP what action should be taken in the event of an emergency:

- Notify venue staff for First Aid attention / Pool rescue.
- Get another swimmer to get another coach or adult to assume responsibility for the injured party.
- Ensure your remaining swimmers are out of the water, remain safe and are adequately supervised.
- The teacher/coach/team manager/staff member/supervising adult in charge are empowered to summon assistance from the Emergency Services if deemed necessary
- Contact parents/carers and advise them of the arrangements made.
- Contact the Club Chairperson, Club Secretary and Welfare Officer
- Record, medical emergencies & incidents, however trivial in both the facility Accident Book and the SSASC incident book held by the Club Welfare Officer.

## 24.17.10 SSASC Club Emergency Procedures

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

Stratford Sharks Swimming Club Folder at Shipston Leisure Centre Reception.

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

First Aid Room off Poolside, Reception telephone.

Date completed: 17/05/2017

Signature of person completing form:



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

## 24.17.10 SSASC Club Emergency Procedures

### Name of club:

Stratford Sharks Swimming Club.

### Name of person responsible for session / competition:

Kim Mortimer

### Details of session / competition:

Senior Performance / Senior Competitive Training Session – Tuesday 18:00 – 20:00.

### Facility:

Stratford Leisure Centre

### Process for accident reporting:

- Notify venue staff for First Aid attention / Pool rescue / Evacuation
- Contact parents/carers and advise them of the arrangements made.
- Contact the Club Chairperson, Club Secretary and Welfare Officer

### As outlined in the facility EAP what action should be taken in the event of an emergency:

- Notify venue staff for First Aid attention / Pool rescue.
- Get another swimmer to get another coach or adult to assume responsibility for the injured party.
- Ensure your remaining swimmers are out of the water, remain safe and are adequately supervised.
- The teacher/coach/team manager/staff member/supervising adult in charge are empowered to summon assistance from the Emergency Services if deemed necessary
- Contact parents/carers and advise them of the arrangements made.
- Contact the Club Chairperson, Club Secretary and Welfare Officer
- Record, medical emergencies & incidents, however trivial in both the facility Accident Book and the SSASC incident book held by the Club Welfare Officer.

## 24.17.10 SSASC Club Emergency Procedures

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

Coach to bring to each session.

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

First Aid Room off Poolside, Reception telephone.

Date completed: 17/05/2017

Signature of person completing form:



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



## 24.17.10 SSASC Club Emergency Procedures

### Name of club:

Stratford Sharks Swimming Club.

### Name of person responsible for session / competition:

Yvonne Caswell

### Details of session / competition:

Junior Performance Training Session – Tuesday & Thursday 18:00 – 20:00 – 15:00.

### Facility:

Stratford Leisure Centre

### Process for accident reporting:

- Notify venue staff for First Aid attention / Pool rescue / Evacuation
- Contact parents/carers and advise them of the arrangements made.
- Contact the Club Chairperson, Club Secretary and Welfare Officer

### As outlined in the facility EAP what action should be taken in the event of an emergency:

- Notify venue staff for First Aid attention / Pool rescue.
- Get another swimmer to get another coach or adult to assume responsibility for the injured party.
- Ensure your remaining swimmers are out of the water, remain safe and are adequately supervised.
- The teacher/coach/team manager/staff member/supervising adult in charge are empowered to summon assistance from the Emergency Services if deemed necessary
- Contact parents/carers and advise them of the arrangements made.
- Contact the Club Chairperson, Club Secretary and Welfare Officer
- Record, medical emergencies & incidents, however trivial in both the facility Accident Book and the SSASC incident book held by the Club Welfare Officer.

## 24.17.10 SSASC Club Emergency Procedures

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

Coach to bring to each session.

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

First Aid Room off Poolside, Reception telephone.

Date completed: 17/05/2017

Signature of person completing form:



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

## 24.17.10 SSASC Club Emergency Procedures

### Name of club:

Stratford Sharks Swimming Club.

### Name of person responsible for session / competition:

Alison Ireland

### Details of session / competition:

Junior Development – Wednesday 18:00 – 20:00

### Facility:

Stratford Leisure Centre

### Process for accident reporting:

- Notify venue staff for First Aid attention / Pool rescue / Evacuation
- Contact parents/carers and advise them of the arrangements made.
- Contact the Club Chairperson, Club Secretary and Welfare Officer

### As outlined in the facility EAP what action should be taken in the event of an emergency:

- Notify venue staff for First Aid attention / Pool rescue.
- Get another swimmer to get another coach or adult to assume responsibility for the injured party.
- Ensure your remaining swimmers are out of the water, remain safe and are adequately supervised.
- The teacher/coach/team manager/staff member/supervising adult in charge are empowered to summon assistance from the Emergency Services if deemed necessary
- Contact parents/carers and advise them of the arrangements made.
- Contact the Club Chairperson, Club Secretary and Welfare Officer
- Record, medical emergencies & incidents, however trivial in both the facility Accident Book and the SSASC incident book held by the Club Welfare Officer.

## 24.17.10 SSASC Club Emergency Procedures

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

Coach to bring to each session.

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

First Aid Room off Poolside, Reception telephone.

Date completed: 17/05/2017

Signature of person completing form:



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

## 24.17.10 SSASC Club Emergency Procedures

### Name of club:

Stratford Sharks Swimming Club.

### Name of person responsible for session / competition:

Kim Mortimer / Yvonne Caswell

### Details of session / competition:

Senior Performance / Senior Competitive / Junior Performance / Masters  
Training Session – Saturday 7:30 – 09:00.

### Facility:

Wood Green Leisure Centre, Woodgreen Ave, Banbury OX16 0HS

### Process for accident reporting:

- Notify venue staff for First Aid attention / Pool rescue / Evacuation
- Contact parents/carers and advise them of the arrangements made.
- Contact the Club Chairperson, Club Secretary and Welfare Officer

### As outlined in the facility EAP what action should be taken in the event of an emergency:

- Notify venue staff for First Aid attention / Pool rescue.
- Get another swimmer to get another coach or adult to assume responsibility for the injured party.
- Ensure your remaining swimmers are out of the water, remain safe and are adequately supervised.
- The teacher/coach/team manager/staff member/supervising adult in charge are empowered to summon assistance from the Emergency Services if deemed necessary
- Contact parents/carers and advise them of the arrangements made.
- Contact the Club Chairperson, Club Secretary and Welfare Officer
- Record, medical emergencies & incidents, however trivial in both the facility Accident Book and the SSASC incident book held by the Club Welfare Officer.

## 24.17.10 SSASC Club Emergency Procedures

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

Coach to bring to each session.

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

First Aid Room off Poolside, Reception telephone.

Date completed: 15/6/17

Signature of person completing form:



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