

Leicester Masters Swimming Club



Club Emergency Procedures

Name of club:

Leicester Masters Swimming Club

Name of person responsible for session / competition:

Helen Atton (Head Coach)

Details of session / competition:

Tuesday / Friday training sessions, weekly

Facility: (Information to be provided for each facility)

Cossington Sports Centre Swimming Pool

Process for accident reporting:

1. To pool staff in first instance. CSSC first aid book to be filled in by CSSC staff.
2. Copy of CSSC first aid report in CSSC book to be made in LMSC first aid book

Both to be completed at the time of the incident. LMSC copy to be handed to club treasurer

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

Incident in pool

- Drowning alarm to be sounded
- All swimmers to exit the pool by the nearest steps
- Swimmers and coaches to follow instructions of pool staff

Fire

- Fire alarm to be sounded
- All swimmers and coaches to assemble by the deep end of the pool and then follow CSSC staff instructions to evacuate through the fire exit and assemble on Cossington Recreation Ground
- Club members must not return to changing cubicles to collect belongings
- CSSC staff to hand out blankets

Other incidents, (eg bomb threats etc)

- CSSC staff to inform coaches
- All swimmers to exit the pool and assemble at the deep end
- All club members to follow instructions from CSSC staff

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Club Emergency Procedures

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

Master copy held by club secretary and accessible by head coach and treasurer.

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

First aid kit: At shallow end of pool next to pool hall entrance, and in first aid room off poolside, next to reception.

Telephone: At reception

Date completed: 18th November 2023

Name and Signature of person completing form: Helen Atton (Head Coach)

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.